



COLÁISTE EALAÍNE AGUS DEARTHATHA CRAWFORD

Student Induction Manual

1st Year Workshop

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## 1 Introduction

The purpose of this student induction manual is to ensure that you, the student, are aware of the procedures in place for carrying out activities in the first year workshop. These activities may include demonstrations, group workshops, or individual project work. There is an emphasis on health and safety, including a description of required personal protective clothing, how to evacuate in case of an emergency and information on what to do should an accident occur.

The roles of lecturing staff, technical staff, and you, the student, are outlined. A list of equipment and tools is provided, along with the function or purpose of each item. The major hazards and risks associated with working in the first year workshop are explained.

If you have any queries relating to any item in this manual, please contact your first year co-ordinator or Head of Department Trish Brennan ([trish.brennan@cit.ie](mailto:trish.brennan@cit.ie)).

## 2 Workshop Practices

The top priority for the Fine Art and Ceramics Department in relation to the First Year Workshop is for their students to gain the knowledge, skills and experience necessary to engage in planning, making and evaluating their own art work through the various processes available.

All students wishing to work in the First Year Workshops must complete an induction session.

There is a technical officer on hand to provide support to individual students who are competent in workshop related activities.

### GENERAL RULES

- Dress Code
- No JEWELLERY
- No food or drink in the workshop
- No flammable liquids in the workshop (including lighters)
- No flammable material in the workshop
- No storage of personal items in the workshop
- No headphones/MP3 players/mobile phones

### 3 Role of the Lecturer

The role of the lecturer is as follows:

- to provide students with academic guidance on the making of art work
- to deliver and record – together with the technical officer - appropriate induction sessions to all students using the workshop
- to deliver workshops and classes as appropriate
- to ensure that students have the necessary skills to make their own artwork in a safe manner
- to provide feedback on individual project work

In the case of individual project work, the lecturers and technical officer will agree in advance with the student what can and cannot be attempted by the student on his or her own, and what pieces of equipment the student is permitted to use.

**It is the responsibility of the lecturer to ensure that:**

- **Their students are instructed in safe working housekeeping practices**
- **Their students are prohibited from working alone on dangerous processes**
- **Any students working in an unsafe manner are removed from the workshop.**

### 4 Role of the Technical Officer

The role of the technical officer is as follows:

- Organising, preparing and setting up for workshops, student induction, demonstrations, and project and research work;
- To be present at each laboratory or workshop class to provide technical assistance or to provide demonstrations
- Provide technical assistance to lecturers and students on the safe operation and use of equipment and materials.
- Establishing and maintaining stock control of equipment and consumable materials.
- Arranging for safe disposal of used materials
- Participate in the carrying out of safety audits in all areas of operation in co-operation with other grades of staff.
- Ensure that laboratories, materials and equipment are kept clean, tidy and in good order.

The technical officer may also advise students on pre-project planning, and on processes and equipment. The technical officer is not responsible for accidents that may occur while students are working unsupervised.

## 5 Responsibility of the Student

Generally, as per CCAD Student Handbook:

### Workshops and studios

Students have the responsibility to keep their workspaces clear of debris and hazardous materials and to follow College rules and regulations. Fire escapes and corridors are to be kept clear at all times. Waste is to be placed in bins and clear walkways must be maintained in all studios. Students have responsibility for their own safety and for those of others.

- No food or alcohol is to be consumed in the workshops or studios.
- No smoking in the college. Smoking shelters are provided for this purpose.
- Always wear appropriate clothing, including sensible foot ware and eye protection.
- Always tie back long hair, remove personal jewellery and guard against loose clothing when using moving machine tools.
- Always use the guards provided on equipment
- Familiarise yourself with the correct operating procedures for workshops and machinery.
- Observe safety instructions and unless you are absolutely confident to undertake an operation safely, DO NOT PROCEED.
- You are requested to make known to your year tutor or a relevant staff member any information, such as a medical condition which may affect your safety in the workshops or your treatment in the case of an accident. This information is confidential and is for health & safety reasons only.
- Always keep fire escapes and corridors clear.
- Students have the responsibility to ensure that all equipment borrowed from the College is returned promptly and in good working order.

Further specific responsibilities of students working in the First year Workshop include:

- Co-operating with lecturing and technical staff in relation to any instructions that may be issued in relation to the use of equipment;
- Complying with requirements for wearing personal protective clothing and equipment (PPCE);
- Ensuring that jewellery is removed, and long hair and loose clothing are secured before entering the workshop;
- Ensuring that work is being carried out in a safe manner that will cause no harm to self or others;
- Tidying the workspace on completion of a project, or on departure from the workshop;
- Refraining from using headphones/mobile phones.

It is the responsibility of the student to purchase/obtain the required items of PPCE identified in [Section 9](#).

**Students must ensure that they apply safe working and housekeeping practices at all times.**

## **6 Induction**

Student induction will generally take place at the start of the academic year, and will be organised by the academic staff. This will include:

1. Introduction by academic staff to first year workshop and technical support;
2. Overview by academic and technical staff of health and safety requirements, including induction manual;
3. Demonstration by technical officer of equipment and associated hazards and risks;

Part (3) above is generally delivered to small groups and on an ongoing basis.

## **7 Access to Workshop**

Unsupervised access to the workshop is only available to those students deemed sufficiently competent by the first year academic (studio) staff together with the technical staff.

## 8 List and Function of Equipment and Processes

Equipment	Function
Pedestal drill	Drilling wood, metal, plastics
Bandsaw (Scheppach Vario HBS32)	Cutting timber
deWalt Chop Saw	Cutting mitres in timber up to 70mm x 50mm in section
Radial Arm Saw *	Cross-cutting timber
Hammers and Mallets	
Chisels	
Staple Gun	
Hand-Saw	Cutting materials (wood, metal, plastic)
Tin-snips	Cutting metal
Hand planers	Planing timber
Electric planer *	Planing timber
Battery operated drill/driver	Drilling holes or put in screws
Hand-held power drill (240v)	Drilling holes
Mortiser	Cutting mortises
Scroll Saw	Cutting sheet timber
Jig-Saw	Cutting sheet material
Heat gun	Used to melt wax, plastic etc
Screwdrivers	
Craft Knife	Used to cut paper, timber (light sheet), cardboard, plastic
Electric Belt Sander (hand-held) *	Used to sand timber

\* The items marked with an asterisk are operated by the Technical Officer ONLY

## 9 Personal Protective Clothing and Equipment

PPCE required for the First year Workshop:

- Strong leather shoes/boots;
- Appropriate non-flammable clothing;
- Eye protection equipment such as safety glasses where necessary;
- Dust masks where necessary;

In some situations additional PPCE will be required, such as:

- Ear protection
- Hemet/visor

These items will be provided in the workshop.

## 10 Evacuation in Case of Emergency

In case of an emergency such a fire, there are two possible evacuation routes from the first year workshop:

### Evacuation Option ONE

- Turn left on exiting the first year workshop
- Turn left down the stairs to the ground floor
- Exit the grounds via the main yard and Southern gate.
- Assemble in St. AL's carpark.

This is the normal evacuation route if the fire alarm should sound. Should the fire or emergency incident occur on or near the back stairs, do not follow the route above. Instead take Evacuation Option TWO:

### Evacuation Option TWO

- Turn right on exiting the first year workshop
- Turn left at the end of the corridor and follow the corridor along the front of the building.
- Turn left at the end of this corridor at the entrance to the Upstairs Lecture Theatre
- Turn right down the stairs to the ground floor
- Exit from the grounds via the Northern gate;
- Assemble in St. Al's carpark.