



# Register of Professional Turners

Quality and  
Excellence

## Advisory Guidance Notes for Workshops

You are to use safe working practices at all times which should include all the points below. The RPT recommends that you develop a Risk Assessment for your own workshop to assist with this.

Ser	Item	Guidance notes
1	Fire extinguishers	Red bodied fire extinguishers should be used on solid fires, CO <sup>2</sup> should be used on electrical fires. A serviceable date label will indicate the last time the extinguisher was serviced.
2	Entrances/ exits	Doors should be able to be opened fully in case of fire or emergency evacuation.
3	PPE	PPE should be in a prominent position and should be well maintained ie. free from scratches etc.
4	First aid	The first aid kit might only be a box of plasters but generally a full first aid kit is better.
5	Extraction	Extraction that is capable of reducing dust levels in the workshop and removing chippings from machines.
6	LEV	It is good to have some level of local exhaust ventilation (LEV) to reduce daily dust levels to a low level.
7	Flammables	It is desirable to store flammables in a secure metal locker that can contain flames.
8	Waste management	Ensure waste is disposed of in a responsible manner.
9	Offcuts	Timber offcuts should be stored in a container and not allowed to cause trip or twist hazard.
10	Machine guards	Where appropriate, ensure all machine guards are maintained to a usable condition.
11	Protective eyewear	Protective eyewear should be clean and free from scratches
12	Turning tools	All tooling, regardless of age , should be kept in a well maintained condition, not rusty or blunt.
13	Tool storage	The safe storage of tools helps prevent damage, ensuring they are in a safe condition to use.

14	Timber storage	Timber should be stored in a safe manner, it should not be able to fall over or obstruct machines or exits if stored in the workshop and if possible, should not be stored above head height.
15	Machine tooling	All machine tooling should be stored in a safe manner where the tooling cannot be damaged or cause injury.
16	Lighting	Natural light is best but artificial lighting should be positioned to ensure adequate lighting of the work area.
17	Trip hazards	There should be no trip hazards present in the workplace.