

HONG KONG INSTITUTE OF VOCATIONAL EDUCATION (TSING YI)  
DEPARTMENT OF ENGINEERING

**Workshop Safety Regulations in VTC Training Centres**

1. Follow instructors' directions in the operation of machines and the use of equipment. Unauthorized handling of machinery, equipment or tools is strictly prohibited.
2. Use protective equipment provided. Beware of moving machine parts, heated parts, sharp edges and highly pressurized hydraulic and compressed air equipment.
3. Never operate machines with machine guards removed.
4. Switch off the power of the machine before undertaking any cleaning inspection or adjustment work on the machine.
5. Become familiar with the locations of the emergency stop buttons on machines and on the walls of the workshop.
6. Never leave machines unattended.
7. Do not stand behind the machine while it is being operated. Do not touch electrical wiring. Be particularly careful of heater wiring which is often unavoidably exposed and easily damaged.
8. Report to the instructor when you feel sick or uncomfortable.
9. Keep the work area clean and tidy.
10. Smoking is strictly prohibited.
11. Keep tools in proper place when not in use.
12. Before leaving workshop, return all tools and borrowed articles to the place as directed by the instructor.
13. Bring along the following personal stuff when attending the training:
  - (a) working clothes (blue overall),
  - (b) safety shoes
  - (c) padlock for locker
  - (d) non-scheme A log book (green cover)
  - (e) IVE student ID card
  - (f) pen and paper

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**Regulations in Training Centres**

1. Training Hours : 09:00 am to 4:30 pm with 1 hr. lunch break.  
( 9:00 am to 5:30 pm for IVE(HW) training)
2. First day report location : Refer to the Practical Training Schedule.
3. Uniform : Overall (blue in colour) and safety shoes (black in colour) to be bought by each student.
4. Identity Badge : Student should use IVE student identity card for entry into the Training Complex.
5. Lift : All students are not allowed to use the passenger lift.
6. Cleanliness : Students should maintain the cleanliness of the centre area.  
No food should be taken out of the canteen area.
7. Leave : Students should obtain prior approval from instructor for all types of leaves including early leave, sick leave, and leave with reasons etc.  
Frequent lateness or absenteeism will be considered as a breach of the rules and may result in dismissal from training course.
8. Discipline : Students should follow the directions given by the instructors.
9. Safety : Students should observe the workshop safety regulations.
10. Restricted Area : Students are not allowed to entry any stores or unauthorized areas.
11. Emergency : In emergency situations students should leave the workshop immediately and orderly under the guidance of the instructors.
12. Use of locker : Student should bring a padlock everyday and keep locker secure. At the end of training day, the student must clean the locker with un-locked empty.

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**Kowloon Bay Training Centre Complex** 46 Tai Yip St., Kowloon Bay, Kln.(Tel: 2750 6818)



