HONG KONG INSTITUTE OF VOCATIONA 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 of 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 directly 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

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

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 : 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.

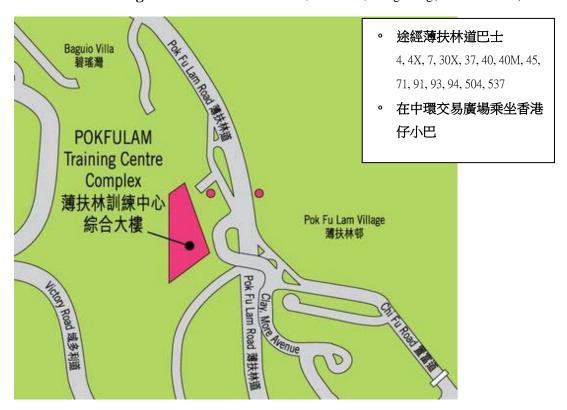
12. Use of locker : Student should bring a padlock everyday and keep locker

secure. At the end of training day, the student must clean the

locker with un-locked empty.

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

Pokfulam Training Centre 145 Pokfulam Road, Pokfulam, Hong Kong(Tel: 2538 2336)



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



Practical Training Site for IVE(TY) students



荔枝角/荃灣方向