







Instructions and regulations for the use of workshops at the Oslo Academy of the Arts

PERSONAL HEALTH:

-  Protect your eyes with goggles or face shield against splinters, shavings and chemicals.
-  Protect your hearing with ear and hearing protection when using machinery with high noise levels, or in noise zones. Music / sound in headset is not allowed.
-  Protect your hands with latex/vinyl gloves against color pigments and thermosetting plastics such as silicone, polyurethane and epoxy.
-  Wear dust masks, gas masks and use dust extractor fans to protect the lungs and the fumes from chemicals, paint and painting.
- **The body.** Get work wear for use in workshops. Are you working with heat (welding, soldering, casting) should work clothes not consist of synthetic materials. Use cotton or leather products. Use of protective footwear is recommended. Footwear like leisure sandals, etc., have no place in a workshop.

WORKING ENVIRONMENT:

1. Keep workshop tidy, if everyone clears up after themselves, we will not have to clear up after others. Remember that there are many users. All tools/materials should be put back into place after use. This must be done even if you intend to use it the next day.
2. Do not leave things in the workshops that doesn't belong there.
3. Mark the works that you leave in the workshops with name, grade and mobile phone number. Work that is unmarked can be thrown away.
4. Waste sort at source as far it can be done.
5. Meals should not be consumed in the workshops.
6. Always use ear and hearing protection in machine workshops and at other noise exposed working environments. Other people in the same noise zone should also wear ear protection.

SAFETY AND MACHINE USE:

7. Learn workshop regulations and safety instructions for each machine.
8. There should be at least two people present during all work in the workshops that may pose a immediate health hazard. Wear appropriate protective equipment!
9. Always use the safety equipment that is installed on each machine. Do not touch any rotating parts or remove safety equipment before the machine has stopped spinning. Remember that it is strictly forbidden to remove



safety equipment that is installed on the machine.

10. Always use the spindle steady head on small or narrow materials.
11. Make sure to have a stable working position. Be sure to keep your fingers in such a position that they cannot get into cutting or rotating machine parts if you were to lose your grip.
12. Do not touch or lean over the rotating parts.
13. Be careful when using machinery, always ask for help / advice if you are unsure.
14. Be sure you know how to stop the machine before starting it, learn also where the emergency stop switch is in the event of unforeseen circumstances.
15. Do not use a machine to something it is not intended.
16. Long hair must be secured, jewelry and key hanging around your neck must be removed. Remember that long hair, cords, loose clothing and the like can easily attach itself to the rotating parts.
17. Wear appropriate work clothes. Avoid loose clothing that can easily be caught in a machine or clothes of synthetic materials that can easily catch fire.
18. Avoid queues and stress in front of machines
19. Never leave a machine running unattended.
20. Exercise care when using heat and open flame.
21. Remember that grinding metal and wood on the same machine or in the same environment can easily start a fire.
22. Do not operate a machine if you are tired, distracted or under the influence of drugs or alcohol.
23. Read the safety data sheet (HMS) for the actual material / chemical before you start working with chemicals or hazardous materials
24. If you are injured, seek help as soon as possible with the course teacher, workshop manager or fellow students. Fill out the injury report form as soon as the injury is cared for, and hand it to the teacher.
25. If a machine is damaged in use, inform one of the course teachers or the workshop manager. You will not be held liable for any unforeseen mishaps.
26. Keep the area on and around the machine tidy while working.
27. Always sweep machines after use. CLEAR AND CLEAN EVERYTHING AFTER USE!

PROJECTS / ASSIGNMENTS

- Work in the workshops will be mainly carried out in accordance with the lesson plan / projects approved by each department.
- For individual projects / participation in competitions, etc., you must make arrangements with the teacher or workshop manager.
- The workshop cannot be used for paid projects and assignments that the students have taken on privately.