| Name of Appendix: **Safety for University Workshops** |
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|  | (Workshops for metal, wood or glass works, workshops for electrical and other instruments, printing and photography shops, duplication) |
| General: |  | Only a worker in a particular workshop, or someone specially authorized to do so by the person in charge of that workshop, may work there. Young men and women (if any) will be employed in the workshops only as part of the “Apprenticeship Law.” |
| Safety rules: |  | Any workshop employee is permitted to use only the machinery, tools and materials required for occupation in his individual profession, unless the orders of the person in charge of the workshop instruct otherwise. |
|  |  | One may use only the equipment approved by the head of the Maintenance Unit, in perfectly good working order, and he should have all of the necessary safety gear. Any defect or suspected defect in the abovementioned equipment should be reported immediately to the person responsible for the workshop. |
|  |  | Repairs to installations and machinery of a workshop shall be done only in accordance with the explicit instructions of the person in charge of the workshop. |
|  |  | All moving parts of the machinery and facilities must be protected for safety, as required by the law/the University’s safety engineer. |
|  |  | All lifting equipment and apparatus, and pressure absorbers, must undergo periodic inspection by a “certified inspector” at the times required by law, and after any major repair. Their operation without state licensing – is strictly prohibited. Responsibility for periodic inspections, including reporting to the regional labor inspector and following his instructions – applies to the head of the Maintenance Unit. |
|  |  | Electrical equipment in the workshop may be handled only by those with an appropriate state license issued or approved by the head of the Maintenance Unit.  |
|  |  | Smoking in workshops that have flammable or combustible materials is strictly prohibited. |
|  |  | Handling of toxic or destructive substances requires the use of appropriate personal protective equipment. |
|  |  | Chip processing and other works that carry the risk of eye damage require the use of face protection and appropriate protective goggles |
|  |  | Workshop employees must wear appropriate clothing and shoes when they are working. Under no circumstances are workshop workers permitted to wear cloth shoes or sandals. Those working near machinery should wear tight-fitting clothes, without scarves or ties, and should not wear watches, rings or other decorative pieces. |
|  |  | Those responsible for the workshop should ensure that there is appropriate fire-fighting equipment, and will be certain that each one of the employees knows how it works. |
|  |  | The workshop manager will be responsible for the safety of the items produced by the workshops for its customers. The workshop manager will ensure that the customer is aware of the risks entailed in using the item that was produced.  |
|  |  | Any exemption or exception from this requirement will be permitted only with the approval of the University’s safety engineer. |
| Responsible for performance |  | The manager of the workshop is responsible for performance of these directives. |