

ESTONIAN MARITIME ACADEMY'S LOCKSMITH WORKSHOP (MA2-021) RULES FOR INTERNAL ORDER AND OCCUPATIONAL SAFETY

- [Estonian Maritime Academy](#)

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Managed by: the lecturer responsible for the laboratories and workshops of the Centre of Maritime Education and Training of the Estonian Maritime Academy

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- [Form V5-1/0 Internal Work Procedure and Occupational Safety Rules Review Sheet](#)

1. General safety requirements

1.1. Everyone must undergo occupational safety instruction before commencing work in the Locksmith Workshop. A person who has completed occupational safety instruction confirms, by signature, that he/she has read the regulations and the requirements set out in it and undertakes to comply with them. ([Form V5-1/0](#)).

1.2. Occupational safety instruction shall be conducted in accordance with the Internal Work Procedure and Occupational Safety Rules of the Locksmith Workshop, the requirements of which must be adhered to by all the persons in the workshop.

1.3. During the occupational safety instruction, the persons commencing work in the workshop will be informed about the Internal Procedure and Occupational Safety Rules, the risk factors in the work environment and the use of personal protective equipment, ergonomically correct working positions and techniques, work procedures, fire and electrical safety requirements, the locations of first aid equipment and fire extinguishing equipment, the safety signs used at the workplace and the locations of the

emergency exits and routes.

1.4. Occupational safety instruction is conducted by a supervisor/lecturer.

1.5. The lecturer responsible for the laboratories and workshops of the Centre of Maritime Education and Training is responsible for the maintenance of the equipment of the Locksmith Workshop.

1.6. An access card is required to enter the workshop; students are allowed to enter only with the permission of the supervisor/lecturer.

1.7. Users of the workshop are required to promptly inform the supervisor/lecturer and other workshop users of any detected deficiencies or equipment malfunctions. Working with malfunctioning equipment is prohibited; in the event of a hazardous situation, work must be halted immediately.

1.8. Users of the workshop are not permitted to operate independently any equipment without prior safety instruction and approval to commence work granted by the supervisor/lecturer. If you have any doubts or questions, please contact the supervisor/lecturer.

1.9. If you notice another workshop user engaging in improper or prohibited behaviour, you should inform him/her and, if necessary, also notify the supervisor/lecturer thereof.

1.10. It must be safe to work in the workshop; it is recommended that you move around in the workshop only when necessary and without haste, so as not to disturb others. Move with caution to avoid slipping or falling, as well as to prevent injuries and damage to workshop equipment. Engaging in activities that interfere with studies in the workshop is prohibited.

1.11. The working environment must be organised to ensure safe and ergonomic working conditions. Remove unnecessary and disturbing objects from the work area.

1.12. In the event of failure to comply with the requirements set out in the Internal Work Procedure and Occupational Safety Rules, the workshop user shall be immediately removed from the work being performed. In the event of repeated non-compliance, the workshop user shall be removed from all works.

1.13. Any material damage to the university resulting from the intentional violation or negligence in the fulfilment of the requirements set out in the Internal Work Procedure and

Occupational Safety Rules shall be compensated in full by the person who caused the damage.

1.14. The supervisor of the work/lecturer shall be informed immediately of any accident/injury or fire occurring during work. Appropriate measures must be taken depending on the accident.

1.15. In case of an accident involving a victim, the victim shall be removed from the danger zone, and if necessary, first aid providers or an ambulance (phone number 112) must be called, and it must be ensured that first aid is provided to the victim.

1.16. In the event of a serious accident, the inviolability of the workplace and equipment shall be ensured until the arrival of the chief working environment specialist, the representative of the Labour Inspectorate or the police, and until obtaining permission from them to resume work.

1.17. If it is not possible to ensure inviolability of the workplace and equipment, their condition at the time of the accident must be recorded.

1.18. In case of a serious and imminent risk of an accident, actions shall be taken by applying one's knowledge and available technical means to prevent potential consequences, even if it is not possible to immediately contact the supervisor/lecturer.

1.19. In case of a serious or unavoidable risk of an accident, the persons performing work must leave the workplace quickly and safely; a person who leaves without permission must not be punished or placed at any disadvantage.

1.20. In case of fire, safety of people and their quick evacuation or rescue from the danger zone must be ensured.

1.20.1. A person who discovers fire is obliged to immediately call the emergency number 112 and provide the following information to the rescue centre:

1.20.1.1. the exact address where the fire is located, details on what is burning, and the person reporting the fire;

1.20.1.2. answers to the questions asked by the rescue official;

1.20.1.3. the person must not end the call until permission to do so is granted.

1.21. As far as possible, begin extinguishing the fire using basic fire extinguishing equipment and close the doors and windows to prevent the spread of fire.

1.22. When the rescue team arrives at the scene, the person who discovered the fire or the representative of the possessor of the site shall inform the head of the rescue team of the following:

1.22.1. the source and extent of the fire;

1.22.2. the potential hazard to people;

1.22.3. other potential hazards arising from the fire (explosions, hazardous chemicals, electrical equipment, etc.).

2. Safety requirements before commencing work in the workshop

2.1. When performing study tasks, you should wear neat and buttoned-up work clothes; persons with long hair must wear head covering.

2.2. Wear safety glasses and use a protection screen or shield when cutting metals.

2.3. Choose an appropriate working position depending on the locksmith operation. To prevent tripping and falling, remove clutter from the floor, including any metal pieces that have fallen during processing.

2.4. Prior to commencing a task, check the work area and tools as follows:

2.4.1. make sure whether the height of the wooden grate underfoot is suitable for your height (the vices should be at the height of your elbow);

2.4.2. check the condition of the vices (ensuring the spindle screw and jaws are neither worn nor loose, and that the jaws grab evenly);

2.4.3. the striking face of the hammer must be dent-free and slightly curved. The hammer handle should be smooth, with an oval cross-section, and thicker at the end;

2.4.4. the chisel, cross-cut chisel, mandrel and punch must be at least 150 mm long. Do not use tools with a mushroomed head;

2.4.5. make sure that the wooden handles of the files and scrapers are securely attached;

- 2.4.6. a wrench must match up exactly the dimensions of the bolt head or nut. Never use a wrench with splayed or compressed jaws;
- 2.4.7. make sure that the cutting edges of drills are sharpened evenly; the tails of cylindrical drills must not be conical, scratched or bent;
- 2.4.8. make sure that the hacksaw blades are free of cracks and broken teeth and properly tensioned within the frame;
- 2.4.9. the levelling plate, anvil and other heavy tools must be crack-free and securely attached to the stand;
- 2.4.10. a spotlight must be installed in a way that the filament is not visible and light is not reflected from the illuminated surface.
- 2.5. The supervisor/lecturer shall be notified of any deficiencies found.
- 2.6. Laboratory equipment and instruments must only be used for study and research purposes.
- 2.7. Storing and using objects and substances (including foodstuffs and beverages) not related to the laboratory's activities is prohibited.

3. Safety requirements while working in the workshop

- 3.1. Make sure the workpiece is securely clamped in the vise.
- 3.2. When turning the vise handle down, ensure it does not hit your leg and that your hand does not get caught between the handle and the vise screw.
- 3.3. When filing, keep the fingers of the left hand straight, supporting the front end of the file only with the base of your thumb. Clean the file using a steel brush.
- 3.4. Do not blow metal debris with your mouth or wipe it with your hand; use a brush to remove it.
- 3.5. When dismantling or disassembling equipment, use the tools or jigs provided for this purpose. Use a hammer only in exceptional cases with the permission of the supervisor.
- 3.6. When processing long materials or workpieces, use trestle stands for support. Do not use random objects, table ends, boxes, etc. as supports.

3.7. When working with electrical instruments, always check their grounding to make sure it is working properly. Use rubber gloves (in damp rooms, also rubber overshoes) when working. A power cord must be equipped with a proper plug, it is strictly prohibited to stick loose cord ends into the wall outlet.

4. After completing work

4.1. Clean up and organise the workplace.

4.2. Return the tools to their designated places.

4.3. Return the tools and equipment received to the supervisor/lecturer.

4.4. Notify the supervisor/lecturer about the completion of the task and present the work results.

5. Electrical safety

5.1. Electrical wires can only be connected when the power supply has been switched off.

5.2. Before using an electrical device, make sure that the sockets, cables and plugs of the electrical devices are undamaged and that the device is suitable for the electrical supply with which it is going to be used.

5.3. Do not touch grounded metal objects with the other hand when turning on or off an electrical device.

5.4. If you detect a burning smell, see sparks, or notice unexpected heating of a device or any of its parts when using an electrical device, halt the work immediately, disconnect the device from the mains and inform the supervisor of the laboratory work.

5.5. A burning electrical device must be disconnected from the power supply at the electrical panel without touching the device.

5.6. Burning electrical equipment must not be extinguished with water. Use a dry powder or CO₂ fire extinguisher to extinguish the fire.

5.7. If a device functions differently than usual upon operation, it may be a sign of technical malfunction of the device. In such cases,

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switch off the device or unplug the cord, and immediately notify the supervisor/ lecturer.