

WORKSHOPS STUDENT GUIDE



THE UNIVERSITY OF
MELBOURNE

FACULTY OF
**VCA &
MCM**

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1. INTRODUCTION

The VCA & MCM Workshops are multipurpose, multi-user, technologically specific workspaces for VCA students producing curriculum-based projects.

The Workshops primarily serve the School of Art and the School of Performing Arts. Depending on resources, the workshops may provide assistance to students from the broader faculty.

There are three workshop sites across the VCA & MCM Southbank Campus:

- The Teaching Workshop. (Bldg.874)
- The Print Workshop. (Bldg.875)
- The Photographic Workshop. (Bldg.874)

The VCA workshops can only be accessed by students and staff that have completed the required inductions and are appropriately trained. Training is required on all machines and for many processes in the workshops.

2. HOURS OF OPERATION

- Access to the Workshops is 7.00 am to 11.30 pm, Monday to Saturday and 9.00am to 9.00pm Sunday.
- Technical assistance is available 9.00am to 5.00pm, Monday to Friday.
- After-hours access to the Teaching Workshop, Photography Laboratories and the Print Workshop is available for inducted students from 5.00pm to 10.00pm. High-risk machinery will not be available at these times.
- Workshop access is available for the duration of the teaching and folio preparation periods; weeks 1 to 14 during each semester.

3. STAFF

Technical staff are available to assist VCA & MCM students with projects that have been designed in conjunction with academic and supervisory staff. It is imperative projects are discussed and authorised and have your Academic or Supervisor's approval.

Students are responsible for the realisation of their project. It is NOT the role of the technical staff to ensure a project is successfully completed.

Technical staff provide training and assistance to students by appointment.

- Appointments can be made with technicians from - Monday to Friday 9.00 to 5.00 pm
- Appointments can be booked during the teaching period only.
- Appointments can be made by nominating a time and writing your name on the appointment boards.

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4. INDUCTION AND TRAINING PROCESSES

ALL STUDENTS MUST COMPLETE AN INDUCTION PRIOR TO USING WORKSHOP SPACES AND TOOLS. Inductions are conducted by technical staff and require an appointment.

Induction is a two-step process.

- Step 1. WORKSHOP INDUCTION
Workshop venue induction
Occupational Health and Safety (OH&S) induction
Complete Induction record
- Step 2. TOOL AND EQUIPMENT TRAINING
Training in specific tools/machines and techniques relevant to project

Individual student training registers are recorded on local sign-off sheets.

Never operate a machine or use a tool without being specifically trained and signed-off in the training register

Refresher training must be completed annually, if significant time has passed since you last used the equipment or following an incident with a machine.

5. FIRST AID

First Aid Kits are available in all workshops.

- Teaching Workshop –Technician’s Office and in the Workshop.
- Print Workshop - Technician’s office and in the Workshop.
- Photography Workshop – entrance to the color darkroom.

Most workshop staff are trained in First Aid.

In the event of any incident, or near miss please report to staff as soon as possible.

- Workshop Coordinator, Art: 9035 9490
- Workshop Coordinator, Stagecraft: 9035 9340
- Workshop Coordinator, Print: 9035 9488
- Workshop Coordinator, Print-media: 9035 9485

All incidents and near misses must be reported to a staff member and recorded in an Incident Report form. An Incident Report form is to be used by staff, students or visitors who have incurred an injury/illness or who are providing details of any event in which creates a risk to health, safety of persons. Incident reporting is completed online by a staff member using the university administration system, Themis, or download and completed manually at:

<http://safety.unimelb.edu.au/#incident-reporting>

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6. EMERGENCY

In case of an emergency on campus please notify Southbank Security.

SECURITY: 9035 9311 (59311 Internal phone)

Police/fire/ambulance (0) **000**

Evacuation Instructions

Upon hearing the **Alert Tone** (beep, beep, beep, beep) await instructions or prepare to evacuate, OR

Upon hearing the **Evacuation Tone** (*whoop whoop whoop*), or being instructed to evacuate:

1. Move to the assembly area as directed
2. Remain until advised by Emergency Personnel or Warden or Security that it is safe to leave or return to the building

Evacuation Assembly Points: Southbank

East (St Kilda Road) side of campus: outside the VCA café (on the grass)

West (Sturt Street) side of campus: corner of Grant Street and Dodds Street

7. OCCUPATIONAL HEALTH AND SAFETY

The VCA Workshops operate to strict Occupational, Health and Safety (OH&S) guidelines.

An important aspect of workshop inductions is to communicate OH&S policies, procedures and expectations. Failure to comply with OH&S standards may result in access to the workshops being denied. The Workshops manage relevant OH&S information and resources on OH&S notice boards, located within the Workshop space.

Safety is a shared responsibility.

Further information regarding the Universities OH&S policy and safe working procedures is available at:

<https://policy.unimelb.edu.au/MPF1205>

Responsibilities of Others in the Workplace

<http://safety.unimelb.edu.au/topics/responsibilities/other.html>

8. ENVIRONMENTAL HEALTH AND SAFETY

The university policy is informed by the Environmental Protection Act 1970. This Act outlines the collective responsibility for the protection of the environment. Students utilising the VCA Workshops must work in an environmentally responsible and sustainable manner.

- Choose low toxicity materials & chemicals

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- Correct storage, use and disposal of materials
- Recycling materials
- Reduce waste
- Reduce energy consumption
- Reduce water consumption

Further information regarding the University Campus environmental sustainability initiative: <http://sustainablecampus.unimelb.edu.au>

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9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

APPROPRIATE PPE MUST BE WORN AT ALL TIMES IN ALL WORKSHOPS

The VCA Workshops provides general Personal Protective Equipment (PPE) for specific tasks.

Students may wish to consider purchasing their own PPE:

- Safety glasses.
- Rubber respirator mask with dust and fume cartridges.
- Workshop jacket/overalls/boiler suit.
- Some workshop spaces require students have their own steel capped, slip on boots.

In addition to wearing appropriate PPE, please ensure:

- Long hair is tied back.
- No scarves or jewelry.
- No loose clothing.
- Clothing should be of appropriate fabric for the task.

10. MANUAL HANDLING

Manual handling is defined as lifting, carrying, putting down, pushing and pulling. Inappropriate manual handling of materials can cause serious, permanent injury.

Injury can be avoided by practicing safe manual handling techniques and using manual handling aids.

Manual handling risk factors include:

- Sudden, jerky or hard to control movements
- Bending, reaching, twisting
- Sustained postures or positions
- Fast or repetitive work
- Heavy loads

Safe manual handling techniques include:

- Assess the weight load
- Ask for assistance, if required
- Bending knees when lifting
- Maintain a straight back when lifting
- Do not twist when lifting
- Keep load close to your body when lifting
- Reduce the load (weight)
- Work between hip & shoulder heights
- Push/pull in line with body (not across)

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Manual handling aids include:

- Trolleys
- Forklifts
- Hoists
- Multi-people

Always ask for manual handling assistance if unsure.

11. STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOPs) are documents that outline the safe use of specific equipment. SOP's contains detailed instructions to perform a process or procedure to ensure the task is performed the same way each time by each person.

SOP's accompany all machines in the workshop and should be referred to before training and periodically for refreshing memory.

Standard Operating Procedure documents are not a replacement for induction and training.

In the event that any equipment or tool is found to be faulty, or a potential risk, please inform staff immediately.

12. EQUIPMENT

Equipment can only be used after training specific to the tool to be used has been completed and signed off by Technical Staff. Tool, machine and process training are by appointment only.

General tool rules

- All workshop equipment and tools must be cleaned and returned to store after use.
- Under no circumstances should equipment or tools be removed from the workshops.
- Please report any faulty equipment and tools to technical staff.
- Faulty tools are required to be 'tagged out' with a yellow safety tag. Do not remove the tag. Do not use the tool. Seek advice from technical staff.

It is a University requirement that any electrical equipment brought onto campus is tested and tagged for safe use. A testing and tagging service is available to VCA & MCM students through VCA technical staff. New equipment should be brought in with a photocopy of the store receipt.

authorised *sign off* to be done by Technical Staff

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13. MATERIALS

All materials and chemicals brought onto Campus must be accompanied by a Safety Data Sheet (SDS). Technicians should be consulted about chemical choices.

A SDS contains important product information about the chemical, material & environmental hazards, safe handling, storage and disposal.

- SDS are available from Fold ffx, the place of purchase and online.
- SDS registers are available in all VCA & MCM workshops.
- Students are required to research the material before purchasing the product.

VCA staff risk assess materials for their safety in our environment. This is based on SDS's industry experience, previous experience and incidents therefore certain materials may not be used in the VCA Workshops. MDF (Medium density fiber board), lead, two pack paint, galvanized steel and methyl ethyl ketone peroxide (MEKP) cannot be used in the Workshops. They can usually be substituted with another product ie MDF can be substituted with plywood.

RESINS/FIBREGLASS: Please discuss with a Technician prior to purchasing any resin materials intended to be used on Campus.

For further information on accessing Safety Data Sheets go to: <http://safety.unimelb.edu.au/hazard-topics/chemical-management/goldffx-chemical-management-system>

14. RISK ASSESSMENT

A Risk Assessment is the identification, assessment and prioritisation of hazards followed by the coordinated and economical application of resources to minimise, monitor and control the probability and/or impact of unfortunate events.

A risk assessment form must be completed before undertaking any task or project that involves a construction or activity that poses a potential hazard or risk to person or environment.

Initial assessment of a student project is completed in conjunction with relevant Academic Staff and their Students. Technical Staff provide assistance in completion of the Risk Assessment Forms and the technical assessment of projects, processes and equipment. Some situations require advice from outside the Faculty, this could include seeking engineering advice for load bearing structures.

For further information go to Risk Assessment Methodology and University Risk Assessment Policy and Procedures:

<http://safety.unimelb.edu.au/management#implement>; the *implement* section includes information on *risk assessment methodology, process and procedures*.

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15. HOUSEKEEPING

A clean workshop is a safe workshop. Please ensure the workshop spaces remain clean and tidy. Students are responsible for cleaning up and putting away tools on the completion of their work. Bins must be emptied regularly.

Students are responsible for the moving, storage and removal of their artworks and projects.

The VCA provides skips, which are located in the Art School courtyard. Please do not overfill or place items in front of the skip. This facility is not provided for rubbish from home. At the completion of the Academic year it is imperative that all materials and items in the Studios and Workshops are taken off Campus.

16. GENERAL WORKSHOP RULES

It is a condition of entry into VCA workshop spaces that the following rules and procedures are upheld. Failure to do so will result in individuals being denied access to the workshops:

- The consumption of alcohol is not permitted in the workshop areas. Any student seen drinking in these areas, or drinking prior to using these areas will be asked to leave the workshop immediately.
- Smoking is not permitted.
- Aerosol paints are to be used in the Paint-booth only.
- Visitors are not permitted access to the Workshop spaces unless prior permission is received from a staff member or a volunteer agreement has been completed. Volunteers **MUST NOT** use tools.
- Students must be inducted to the Workshops before using the spaces.
- Students must be inducted to equipment prior to using it.
- Appropriate Person Protective Equipment (PPE) must be worn at all times when working in the workshops.
- All electrical equipment must have a current Test and Tag.
- All work areas must be kept clean and tidy at all times.
- Tools or equipment are to be returned after use.
- Tools and equipment may not be borrowed.
- Students must report faulty or damaged equipment to staff immediately.
- Keep exit paths clear at all times.
- No headphones/music etc.
- Do not block access to fire extinguishers and hoses and safety signage.

NOTE: safety is a prime concern, therefore failure to observe or comply with instructions puts staff, students and the university at risk.

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17. SPECIFIC DISCIPLINE WORKSHOP AREAS

VCA Teaching Workshop

Workshop Coordinator, Art: Mark Friedlander

Contact: mark.friedlander@unimelb.edu.au; 9035 9490

- Construction Area
Workbenches, hand tools, some powered hand tools
Personal safety clothing/equipment required
- Metal Shop
Furnace, burnout kiln, metal folding & bending equipment, pedestal drill, abrasive cleaner, metal heating & cutting, sander, welders and workbenches
(VCA Workshop Staff operate the Foundry)
PPE required
- Casting Shop
Workbenches, sink
PPE required
Workbenches, hot plates, Bunsen burners
PPE required
- Wood Shop
Table saws, band saws, sander, radial arm saws, mitre saws, vertical panel saw
PPE required
- Spray Booth
PPE required
- Sanding Shop
Sanders, Workbenches, CNC machine, thicknesser
PPE required

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VCA Photography Workshop

- Lighting Studio (1.41)
Strobe and Tungsten Lighting
Induction 1 and 2
PPE required
- Equipment Room (1.42)
Video & still cameras, tripods, data projectors, screens & lighting
Induction 1 and 2
PPE required
- Installation/Projection space- Green Room (1.43)
Data projector, DVD player, amplifier & speakers
- Archival Wash area (1.45)
- Black & White Film Processing Room (1.45B)
Processing tanks, reels and chemistry
Induction 1 and 2
PPE required
- Copystand room (1.45C)
Tripod mount with adjustable lighting
Induction 2 required
PPE required
- Installation space- Photography tutorial Room (1.46)
Induction 1 and 2 required
PPE required
- Black & White Darkroom (1.48)
Enlargers, timers, easels, chemical trays and processing sink
Induction 1 and 2 required
PPE required
- Color Darkroom (1.50)
Enlargers, timers, easels, drymount press, rota trimmer, mat board cutter

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VCA Print Workshop

Workshop Coordinator, Print: Adrian Kellett

Contact: akellett@unimelb.edu.au; 9035 9488

- Degreasing Room (1.86)
- Rosin Room (1.87)
Induction and PPE required
- Smoke Room (1.88)
Gas burner
Induction and PPE required
- Acid Room (1.89)
2 acid baths
Induction and PPE required
- Etching Workshop (1.91)
Etching presses, guillotine
Induction and PPE required
- Lithography Workshop (1.93)
Lithography presses, lithography stones, book binding press, tools, trolleys
Induction and PPE required
- Exposure Room (1.98)
Metal halide light, vacuum frame
Induction and PPE required
- Lithography Graining Room (1.116)
Lithography 7 plate graining machine, stone graining sink
Induction and PPE required

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18. CAMPUS MAP

