



Guidebook for
Design Workshop



Raffles University

Version 2.0 / March 2019

Document History

Version	Date of Approval	Date of Implementation	Change(s)
1.0	April 2018	May 2018	<ul style="list-style-type: none">• Originating document
2.0	March 2019		<ul style="list-style-type: none">• Added Undertaking Form• Added workshop committee in Introduction• Added Online Application in item no. 7• Updated wording and definitions

Developed by: [Design Workshop Committee]

Vetted by: [Academic Department]

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1. Introduction

The Design Workshop Guidebook (the Guidebook) is produced by the Design Workshop Committee, Raffles University (RU / the University) to address various issues in relation to the structure of the workshop and important safety issues working on the project in the Workshop workspace. Workshop hours are from 8.30am to 6.00pm, Monday to Friday only.

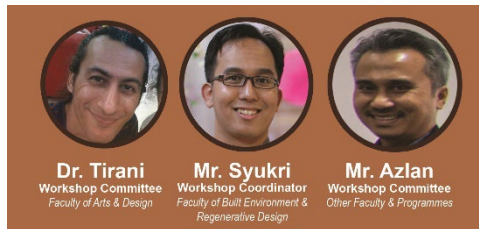
Workshop safety is everyone's responsibility; the following rules have been put in place to ensure the safety of all students and staff. Please read the safety rules carefully before entering the workshop.

CAUTION

If you don't follow the dress policy you will be considered a safety hazard to yourself and others and be denied access to the workshop.

- **Workshop Committee**

- **Always consult with Design Workshop committee (the committee) before using the space and equipment:**



- **In case of **emergencies**, please contact the following numbers:**

Raffles emergency (SAS) number (8.30am – 6pm)
09-751 78 68

Kotaraya Management security number (24-7)
07-22 11 573

Fire Service number (994)

Ambulance/ Police 999 or (07-2212999)

2. Workshop Rules and Regulations

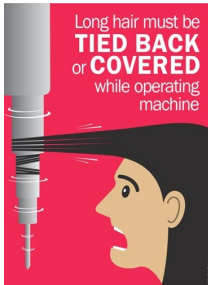
- **Workshop safety clothes**
- **Always Wearing appropriate safety equipment such as gloves, glasses/goggles and hearing protection.**



- **Do not wear open toed shoes / Safety Boots must be worn**



- **Long hair has to be tied up**

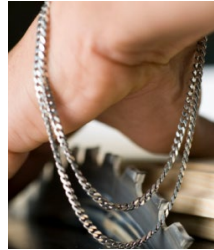


- **No loose clothing**

- Protect your body – Don't wear loose clothing when operating power tools or when working around moving parts.



- **No hanging jewellery that could be caught in machinery.**



- No loose clothing
- No jewellery
- Tuck ties in
- Roll up sleeves
- Wear apron
- Tie back long hair
- Wear strong shoes
- Wear safety equipment



- **Safety Rules for Machine Users**

- a- **When entering workshop**

- Pick up your glove and eye protectors and immediately report to the committee or lecturer-in-charge.



- Ask how to use the tools safely and permission from a committee and training



b- When you are working

- A partner in the room with you? Never work alone!
- Always attended by at least one person when the machine is in operation



- A definite plan for use of the machinery. Think about what you are doing; think before you start a job and during the entire time you are doing it.
- Keep your work area tidy
- Clean up any spills immediately



- Don't work if you are tired
- Do not talk to anyone operating electrical equipment and machinery

**DO NOT TALK TO ANYONE
WHILE OPERATING THE
MACHINE**



- Report broken equipment or other incidents immediately to your supervisor.
- Immediately notify the committee or lecturer-in-charge of any faulty or broken equipment



- If any unsafe act/practice/condition is seen, it should be corrected or reported by the immediately.
- Turn the machine off before cleaning it



- Listen carefully when a committee is doing a demonstration

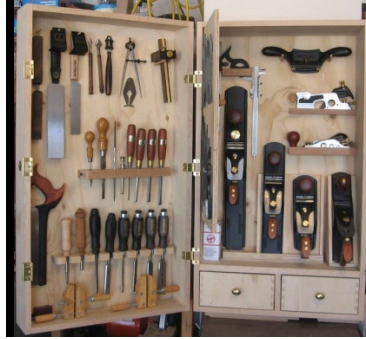


- A machine must be operated by one student at a time
- Do not tamper with or attempt to repair equipment or instruments which you do not understand.



c- **When exiting the workshop**

- Check that any tools you have been using have been put away in the appropriate spots



- cleaned up your work area and notify the workshop committee
- All platforms and pathways must be kept clear at all times



- Wash hands after using equipment and materials



- All accidents, cuts and abrasions must be reported before leaving the workshop. If an accident does happen, no matter how small, it must be reported to the workshop committee.

3. Emergency & Accident

- Students with any health problems that may affect workplace safety (e.g. medication, epileptic fits) must report these conditions to the workshop committee.

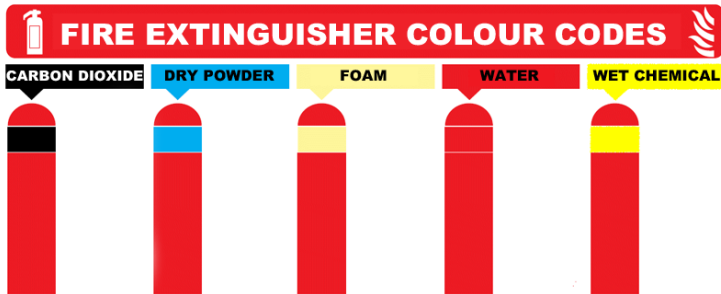


- Know where the **main switch** is. This stops processes immediately should anything go wrong in the industry.



- All injuries must be reported immediately by completing the official “Accident report form”.

- Fire Extinguishers for Emergency



Here are the emergency Numbers in case of accident:

- Raffles emergency (SAS) number (8.30am – 6pm)
09-751 78 68
- **Kotaraya** Management security number (24-7)
07-22 11 573
- Fire Service number (994)
- Ambulance/ Police 999 or (07-2212999)

4. Behaviour & Prohibited Attitudes

- Smoking and carrying matches or naked flames by students is prohibited in



- DON'T RUN-JOKES IN THE WORKSHOP

fooling around and practical jokes in the workshop will not be tolerated. These students will be told to leave.



- No food or drink in the workshop



- No pet allowed in the workshop



- Tools and equipment must not be removed from the workshop without permission from the committee
(see item no. 8 on for use of item outside of workshop).
- Students are not allowed to Download movies, games and songs

5. Workshop Housekeeping and Student Hygiene

- Each student should make sure the Workshop are in tidy, clean and hygienic conditions.
- Biodegradable waste such as food/drink should be immediately and properly disposed by packing them tightly in plastic bags.
- Students are advised to keep their stuff neatly within their workspace compound.
- Cleaners without prior notices will discard anything left on the floor.

6. Workshop Security

- Workshop will be locked after office hours.
- Neither the University nor the Faculty is insured against the loss of students' personal property.
- Thus, valuable items should be kept properly.

7. Online Application

- In order to use the **power tools** in the Workshop or to **bring any tools outside** of the Workshop, you are required to apply online by following the link or scanning the QR code below:

<https://raffles-university.edu.my/workshop>



Step 1 – Select the equipment you want

Step 2 – Select the date and **Check Availability**

Step 3 – If item is available, equipment is placed in **Cart**

Step 4 – Review equipment and **Proceed to Checkout**

Step 5 – Fill in your details and **Request Confirmation**

*The workshop committee will be **notified and confirm / denied your request** via email within **24 hours**.*

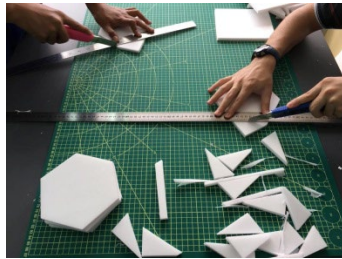
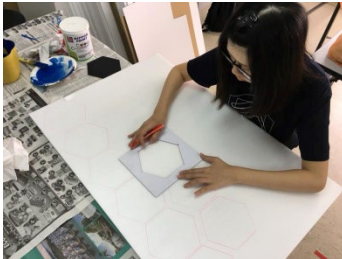
Step 6 – If your equipment is confirmed, show the confirmation email to the committee.

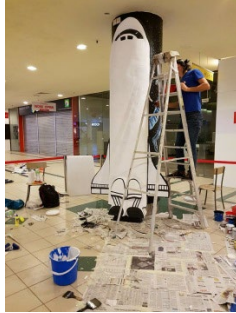
8. Students Design work samples

The Design Workshop 10-06 is open for all design programmes to work on their creative projects & ideas. During last semester students from the Faculty of Arts and Design (ADE) have done some projects in the Workshop.

- Course Name: Design and Subculture
Course Code: ADE 23013
Bachelor Graphic Design and Multimedia Design

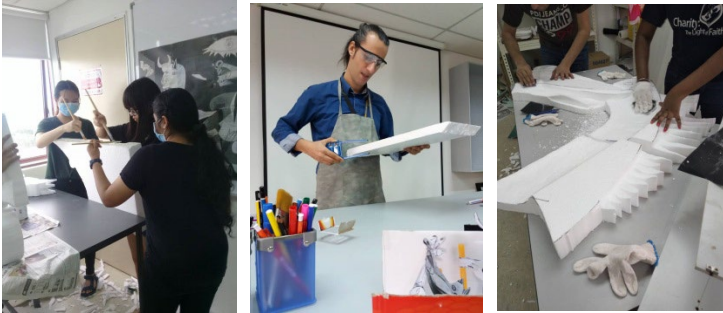
Project Title: High-Tech Design for Berjaya Waterfront in Johor Bahru





- Course Name: History of Art and Culture
Course Code: Foundation of Liberal Arts [FLA112]

Project Title: Installation Art (Pablo Picasso's Guernica)



- Course Name: Design and Subculture ADE23013
Course Code: Bachelor of Multimedia Design [Honours]
Bachelor of Graphic Design [Honours]

Project Title: Graffiti Design



- Course Name: BID 12034 Constructing prototype
BID 12054 Furniture design
Course Code: Bachelor of interior Design [Honours]

Project Title: Me Myself and I Chair



RAFFLES UNIVERSITY

UNDERTAKING

I, _____
student ID / IC. No. _____,
do hereby declare that I have understood the content of
this Guidebook and will abide the rules and regulations
mentioned.

I, through this undertaking shall be responsible for my
own safety and agree that Raffles University (RU) is not
liable for any loss of personal items, injuries, accidents,
or fatality occur in the Design Workshop 10-06 or other
spaces within the campus.

Signature: _____

Date: _____

(Student's Copy)

RAFFLES UNIVERSITY ISKANDAR

UNDERTAKING

I, _____
student ID / IC. No. _____,
do hereby declare that I have understood the content of
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Signature: _____

Date: _____

(University's Copy)

Please tear along this line

