



ENGINEERING WORKSHOP JOB REQUEST

Authorisation to charge workshop labour and material and/or tooling costs to account	Charge code:	
Fund holder approval		
Print Name:	Sign:	Date:

Contact Details: (Name & phone number for questions relating to job)	Group <input type="checkbox"/> Geochemistry <input type="checkbox"/> Geophysics <input type="checkbox"/> Ocean & Climate Geoscience
Date Required:	

Job Description:

Material:

Dimension in mm or indicate otherwise. Please attach more drawings as required.

Please sign 1 or 2 below **only** if the job involves **re-working** of components.

1	The components have not been exposed to any hazardous chemical, biological or radioactive substances and therefore can be handled, welded and machined in any way without risk to health from any of these substances.	(Please sign here)
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2	The components have been exposed to hazardous chemical, biological or radioactive substances but have been decontaminated thoroughly so that the components can be handled, welded and machined in any way without risk to health from any of these substances.	(Please sign here)
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Risk Assessment Sheet

Workshop use only

Job number:

Date of assessment:

<p>Risk Category assigned to this Job (see workshop safety manual For full details)</p>	
<p>Job requires use of a hazardous substance listed as a “significant risk to health” on the hazardous substances register</p>	<p>Hazardous Substance: Refer to the relevant MSDS and seek further advice.</p>
<p>Manual handling caution</p>	<p>Use safe lifting practice at all times, even when the weight seems minor. Use lifting equipment or get assistance when necessary.</p>
<p>Other secondary hazards associated with this job</p>	
<p>Special work practices or safety Equipment required for this job Not mentioned in assessed category practices</p>	

Notes

- Do not undertake work that has not been assessed for risks.
- Persons delegated to assess risks are: - All workshop staff
- Ensure you are familiar with the risk assessment categories and ensure your work practices follow them.
- If in doubt - stop and ask.