

**Department of Electrical and Electronic Engineering
University of Stellenbosch**

E&E Engineering – Technical Work-areas: Policy

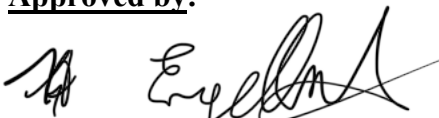
The policy of E&E Engineering's technical work-areas, as detailed below, is aimed at eliminating problems that could arise in the operation of the workshops, stores and laboratories as far as possible. Furthermore, this policy is to ensure that the Occupational Health and Safety Act (Act No. 85, 1993) is applied as far as possible. The management of work-areas falls under the respective area's appointed manager.

1. Tasks will only be accepted by a technical work-area if a completed job request form (job-card) has been submitted. The job request should provide detailed information in order to eliminate misunderstandings. Record must be kept of all the stock used and will be recovered against the cost point of the work request. If the job or tasks cannot be attended to in the allowed time or require external skills or equipment, the outsourcing option(s) will be discussed with the submitter of the job.
2. Any work in the work-area can only be performed if it has been arranged in advance with the manager of the work-area. Students must first obtain permission from their supervisors before a work request will be considered. If a student (undergraduate or post-graduate) requires help from the workshop staff to produce something, they must present a working drawing that has been approved by the supervisor.
3. The department will appoint an individual from the work-areas to manage the use and administration of the workshop vehicle. The rate for using the vehicle is the same as for the Transport Pool. The driver is responsible for completing the logbook after each trip. Priority for the use of the vehicle shall be given to work-area-related trips.
4. Only trained staff of the respective work-area or trained technicians with approval are allowed to use lathes, fretting machines, machine saws, welding machines, cutting machines and bending machines, provided that these persons observe all relevant safety rules. For tasks identified as low-risk, students and temporary assistants are allowed to use equipment such as stand drills, hand drills, sanders and general storage tools, provided all practical safety rules are observed. Safety clothing such as shoes, coveralls and safety glasses are mandatory. The purchase and financing of these items is the responsibility of the supervisor concerned.
5. The removal of tools from the tool stores is permitted for tasks only within the respective work-areas. Tools for activities outside this area must be acquired and controlled by the persons involved themselves. Persons who have taken out tools are obliged to hand in these tools after use. All tools are checked by the storekeeper after each working day.
6. No unauthorized access to the material store or stock store is allowed. Account must be kept of all stock removed from stock stores. This stock is only available for tasks carried out by the work-area staff, following the assignment of a job request.
7. The respective work-areas are exclusively for designated activities of the areas and may only be used by area's staff, unless pre-arranged approval is obtained.
8. The storage (short- and long-term) of any goods in workshop area not related to a work-area's function is not permitted.
9. The storage of private goods in stores is under no circumstances permitted, as it can lead to problems

with the control of limited storage areas and general cleanliness.

10. External work will only be accepted if it is indicated on the job request form as external work. Before commencing with external work, approval needs to be obtained from the Departmental Technical Liaison and a quotation that clearly shows the cost of the task needs to be signed off. The quotation will need to be compiled using the latest full-cost spreadsheet. *External work is defined as any work that is not for E&E undergraduate students, E&E post-graduate students or contract work where the contract falls within the responsibility of the E&E department.*
11. External work tasks must be clearly indicated on the work request form and approved by the Departmental Technical Liaison.
12. All income for external work shall go through a departmental cost centre. These funds will be managed by the department. If after-hour work was required and the pre-approved full-costing made provision for such a staff member can be remunerated, see point 14.
13. After-hours work in the workshop is permitted but is subject to the following conditions:
 - a) Tasks must be arranged in advance with the work-area's manager.
 - b) Any damage to equipment must be reported as soon as practically possible.
 - c) The user must clean the workplace and equipment after use.
 - d) The use of equipment is limited to what has been discussed and approved by the work-area's manager and for which the user is adequately trained.
14. Technical staff can be remunerated for after-hours work; however, written approval needs to be obtained from the department's management before work is undertaken. This remuneration shall be paid through the SU HR system; no cash payout to staff is allowed. The request for such payments must be accompanied by a detailed time sheet signed by the recipient's line manager.
15. Procedures for dealing with problems regarding technical work-area matters are strictly according to the following channels: (i) the work-area's manager will be notified, (ii) if the problem cannot be resolved, the work-area manager needs to report it to the Departmental Technical Liaison, (iii) if still unresolved following the intervention/mediation of the work-area manager and Departmental Technical Liaison escalation the Departmental Chair is compulsory.
16. Where applicable, work-areas will be closed for maintenance from 15:30 to 16:30 every Friday. Urgent tasks to be done during this time should be arranged in advance.
17. Private work:
 - a) Private work is under no circumstance allowed in the workshop after hours.
 - b) The workshop will be closed after hours, and only work-related activities will be allowed, provided that this has been arranged in advance with the workshop manager.
18. This policy is subject to review and may be updated or modified at the discretion of the departmental management. Any amendments will be communicated promptly to all relevant parties.

Approved by:



Prof H.A. Engelbrecht
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Datum