

TECHNICIANS' SCHOOL, TOORONGA

GENERAL SCHOOL RULES

1. Trainees must not leave the building, practical area or classrooms without permission (Lunch period excepted).
2. All work areas must be vacated during break periods.
3. Do not loiter or smoke during change over periods, smoking is permitted at break periods only.
4. Overalls and badges must be worn during working hours. You must not wear overalls whilst travelling to and from work.
5. Portable radios are banned during working hours.
6. Take special care of all cafeteria equipment, do not tilt back on chairs, do not leave bottles, crockery or cutlery on the tables but return them to the counter provided.
7. Do not leave food scraps around the building, all food to be eaten in the cafeteria.
8. All conveniences must be kept tidy.

TOOLS, LOCKERS AND SAFETY

1. Trainees are responsible for equipment and tools issued for work in the practical areas or classrooms. Any losses or breakages to be reported immediately to the instructor in charge of the group. Any loss of tools to be made good, or a cash payment made within seven days.
2. No material or tools may be taken from the premises.
3. Any tools or books left lying around will be impounded.
4. Lockers to be locked. Valuables not to be left in lockers. A charge of 2/6d. is made for lost locker keys.
5. ALL accidents, however slight, must be reported immediately to the instructor in charge of the group and treatment received where possible or necessary.

ATTENDANCE AND LEAVE

1. Absences to be reported before 10.00 a.m. on the day of the first absence. The following details to be given -
 - (a) Name and initials. The telephone number is -
 - (b) Group. 20 2411
 - (c) Reason for absence.
 - (d) Expected duration of absence.

2. If you are unable to telephone advice of absence, an official telegram may be sent to -

Supervisor,
P.M.G.'s Technicians' School,
453 Auburn Road,
HAWTHORN EAST

3. Upon resumption from any type of leave, report immediately to the general office and make a written application for such leave.

4. Time cards to be placed in the racks and must not be carried on the person.

5. Clocking other trainees "on" or "off" is strictly forbidden.

IT IS THE MARK OF A GOOD CRAFTSMAN TO KEEP ALL SECTIONS OF THE WORK AREA TIDY AND CLEAN. CLEAN WORKING HABITS PROVIDE PLEASANT WORKING CONDITIONS, IMPROVE THE QUALITY OF WORK PERFORMED AND HELP TO REDUCE ACCIDENTS. A HIGH STANDARD OF BEHAVIOUR IS EXPECTED AT ALL TIMES.