

Policy Document of the Warragul Woodworkers Club Inc.

A Men's Shed

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HEALTH & HYGIENE

First Aid

In the event of an injury, the injured person may be in need of First Aid. Minor injuries may be dealt with on site. Person injured should then follow this First Aid treatment with a visit to a doctor. For any injury beyond a minor injury call 000.

The injured member's file may need to be examined because it may contain important information regarding disabilities, medication and allergies that could be critical. **(Depends on the nature of the injury – use common sense)**

All injuries regardless how slight need to be recorded in the First Aid Register. This information will help identify trends at a Shed so that problems can be fixed. It is also a legal requirement.

In the workshop is a First Aid Kit that has individual packets for particular injuries. When needed, remove only the required packet.

CHEMICALS / GLUES / PAINTS/ SOLVENTS ETC. – HANDLING AND STORAGE

Chemicals / paints / solvents etc. are to be stored in the outside garden shed.

Members are required to ensure that labels on containers adequately and accurately display the contents of the container. No unlabelled containers!

If smaller amounts are transferred from the main container to a smaller one, then great care needs to be taken when using / disposing of the smaller / work containers because harm could result and it is likely that important safety information – imposed by Legislation – will not be completely available on the smaller work container.

For example, a plastic water bottle filled with mineral turpentine would poison and possible kill a drinker who mistook the contents for water – the water bottle **MUST** be correctly and prominently labelled so that misuse can be avoided.

Members need to identify items that have a defined shelf life and ensure that a diary system is implemented to track and replace items prior to exceeding their shelf life.

Chemicals / glues / paints / solvents that have shelf lives are also to be treated cautiously.

If any of these items are to be disposed of, then this needs to be done correctly. Please refer to the manufacturer's instructions and/or examine the applicable MSDS. If doubt still exists, then contact Baw Baw Shire Council for disposal instructions

WASTE DISPOSAL

Most waste from the Club's activities will utilize the normal services of the Shire for disposal. Many scraps are taken as firewood by members.

Items that fall under the heading of 'Trade Waste' comprise all waste that is unacceptable to normal local government services. For example, paint tins, pieces of machinery, toxic substances etc. These items need to be disposed of in an acceptable and legal manner and often the disposal instructions are on the container.

Please note that treated timber and painted timber should not be burnt but disposed of to landfill.

CLUB PRODUCTS

Buyers of products made by the Club need to be advised of limitations to usage if harm could result. An example could be not to exceed certain weights on furniture items such as stools.

This is a precautionary measure to guard against the possibility of contravening laws.

RISK MANAGEMENT POLICY

The Warragul Woodworkers Club Committee takes the lead role in risk management for the Club. However, every member has a duty to be aware of potential risks and hazards. They are expected to always work in a safe and considerate manner. If members are aware of any issue that may be a risk to persons or the Club in general they should make either the Shed Manager or a member of the Committee aware as soon as possible.

**Risk management and Health and Safety are everyone's responsibility.
Let's be safe!**

NO SMOKING

The Warragul Woodworkers Club is a smoke free environment.

DRUGS AND ALCOHOL

The Warragul Woodworkers Club rooms and workshop are an alcohol free zone. No alcohol is allowed at the site. The illegal use of drugs is not permitted in the Club facilities or on the Club

site. This does not apply to 'Prescription' medication that can be taken in accordance with the doctor's instructions.

PRESCRIPTION MEDICATION

Members who need to take prescription medication are free to do so at the Shed. However, members need to be aware of any medication they are taking which may impact on their ability to work safely with tools and equipment.

This information should be conveyed to the member in charge of operations. If there is any doubt as to the ability of the member to operate tools and equipment then that member should seek written clearance from their GP.

If the medication is possibly required to be administered by another person, the person to provide such assistance needs to be suitably able to do so and be agreeable.

Unless the person providing assistance is qualified, specialized assistance such as administering an injection or changing dressings should be avoided (unless a critical emergency exists and such assistance is believed essential).

The assistance needs to be supervised by a doctor via a phone if the doctor cannot be present.

ELECTRICAL SAFETY/TAGGING

PURPOSE: To ensure that all electrical items fixed, portable, etc. are safe to use in a safe environment.

1.1 Installations

All electrical work must be done by properly trained or licensed people. All electrical work undertaken on-site is required to be carried out in compliance with the relevant statutory Acts and regulations.

1.2 Portable Electrical Equipment

All portable electrical power tools used on site should be protected at all times by an approved earth leakage protection device. All general purpose outlets (supply points) including outlets fitted to, or supplied from, portable or mobile generating equipment should be protected by an earth leakage protection device.

Members in charge of operations should ensure that all electrically powered tools, lamps, extension leads, transformers and other such equipment are:

- readily identifiable
- inspected prior to use
- inspected, tested and tagged in accordance with the Code of Practice by a competent person at least every twelve (12) months.

Any powered item, which has fallen into water, or any other liquid should not be touched prior to it being safely isolated. The equipment should then be dried, tested and inspected before re-use.

Under no condition should anyone but a qualified electrician make repairs or modifications to any electrical equipment.

1.3 Defective Equipment

The Member in charge of operations has the authority to remove defective or dangerous equipment from use in the Shed immediately without warning or notification. This applies to major defects and minor defects (e.g. poorly wired plugs and sockets with sheathing exposing internal wires). All defective equipment will be tagged 'Out of Service'.

1.4 Extension Leads, Flexible Cords and Cables

Electrical extension leads, flexible cables and cords should be protected from damage at all times. Inside the Shed, leads that are intended to be in place for an extended period of time should be secured at a height not less than 2.4 metres instead of cluttering the floor and posing a dangerous tripping and electrocution hazard.

EVACUATION PLANS

A person anywhere in the shed should be able to respond to an Emergency Alarm by quickly and safely exiting the building and moving to a safe area. The safe area is the upper tennis courts.

Emergency Exits are obvious and easily recognised. They are clearly marked. Access to Emergency Exits must always be kept clear.

A sketch of the shed 'footprint' is produced showing the location of Emergency Exits and Emergency Equipment such as:

- MSDS Register
- First Aid Kit
- Fire Extinguishers
- Fire Hose
- Defibrillator

Other useful information to have on the sketch includes:

- Electricity Main Board
- Fuel & Inflammables storage
- Chemicals storage area.

Emergency assembly Point

In the event of an Emergency that requires an Evacuation members should head to the upper tennis courts.

Following an Evacuation, a person in charge of operations will ensure that all people are accounted for and notify the attending authorities accordingly. The member in charge of operations will be the sole spokesperson.

WORKING WITH CHILDREN

The Warragul Woodworkers Club has adopted the following:

Our Club's position is that a cautious and conservative approach is taken, to comply with legislation and to assure the health and safety of the children and Shed members.

This means;

- Under no circumstances is a Club to be alone with a child in the Shed or its surrounds, in a vehicle, in a room / bathroom etc. At least one other qualified person must be present to assure the health and safety of the child and the Club member.
- Only qualified members are to mentor or assist with mentoring or to work with children.
- Where feasible, mentoring will be conducted in a space where the mentor and the person(s) being mentored are in full view of other Club members. This might be valuable in the unlikely event of a suspected incident.
- A Consent Form from a parent/guardian/carer should be provided to the Club mentor prior to undertaking a mentoring session. Wherever possible, a representative i.e. parent, guardian, school teacher should also be present.
- Prior to undertaking any Mentoring program, a full Risk Assessment needs to be undertaken to understand what situations can arise, be aware of the legal requirements and how mentoring risks will be managed.

WORKING WITH PEOPLE WITH A DISABILITY

The Warragul Woodworkers Club has a proud history of supporting its members in any way it can, both at the shed and outside of the shed. This outlines the current policy of the Club.

It is our Club's Policy that members have an opportunity to participate in activities provided it can be done safely and without unduly expensive adaptations that could impact on the Club's viability.

Members with a disability are encouraged to let their Club colleagues know how they can help to overcome situations that might be difficult to manage. This might be a railing, a chair, a modified workbench etc.

From a Workplace Health & Safety perspective, it is important that the Induction Risk Assessment is done properly so that it represents the ability to undertake work in a way, which will minimise the risk of harm to the new member and others.

Current members with new / worsening disabilities need to be aware of how the disability affects their safety and the safety of others. These members and or carers need to advise the Club member in charge of operations about any significant changes in risk. In such circumstances a revised Work Risk Assessment needs to be undertaken.

Operation of the Workshop

SHED MANAGER / SUPERVISOR

When the Shed/workshop is open there will be a Shed manager/supervisor in charge.

They:

- will determine what work can be done in the session and what machines can be operated,
- must OK a person's use of a machine (are they accredited to use it?),
- are responsible in case of an emergency to direct people where to go and what to do,
- must fill out an incident report if there is an injury or any other issue with people or machines,
- welcome visitors and make them welcome,
- will make sure the workshop is left clean and tidy.

In case of an incident, such as a person under the influence of drugs, the Manager/supervisor should clear the shed and shut down all the equipment. If the offender does not leave the police should be called.

GENERAL WORKSHOP CONDITIONS

- The Warragul Woodworkers Club-Men's Shed is a smoke free environment.
- No alcohol is allowed at the site at any time.
- No work is to be done in the workshop unless there are at least 2 members present.
- Any issues with a machine or any other Club equipment must be reported to the Shed manager/supervisor and recorded.
- If you use a machine or area of the workshop you are responsible for **cleaning up** and putting things away correctly.
- No second hand wood may be machined or worked on Club equipment.
- Members' tools may be used in the shed at their own risk. Other people may use other members' tools (with owner's permission) - again at their own risk. If the shed manager/supervisor is not happy the tools or devices are safe, such tools or devices should be banned from the Shed.
- All Club equipment is available to all members who are accredited and skilled to use it safely and correctly.
- Some personal protection equipment is provided by the Club, however members are encouraged to provide their own where reasonable.
- Hearing protection should be worn in high noise areas.
- Dust protection is required when using sanders and any other activities producing significant dust.
- Safety glasses or similar eye protection is **REQUIRED**.
- Push sticks should be used.
- Switch machines off at the wall when you finish. The next person can switch it on when needed.

Warragul Woodworkers Club Inc. Policies

Visitors shall be accompanied at all times when on the Shed premises. All visitors to the Club should be advised about any known danger/risks they could encounter in the Shed. Visitors are not to use equipment unless special arrangements are made.

It may not be necessary to give an extensive induction if the purpose of the visit is just to drop off some tools. However, if the visitor is a contractor, then he / she requires a more extensive briefing and particularly the briefing needs to advise all known risks that apply to the work area and the task.

SAFE USE OF LADDERS

Falls from ladders is a very common injury of mature individuals. Club policy is that ladder use must be done with common sense. If it is necessary for someone to climb a ladder then there must be another person present to hold the ladder and provide a watchful eye. The Club will make every effort to remove the need for ladders.

PET POLICY

Owners must make sure all pets are restrained at all times. Pets should not be in the work shop. Owners are responsible for them at all times.

Appendix

Incident Form

INCIDENT & NEAR MISS – RECORDING AND REPORTING

Each incident and near miss needs to be recorded and investigated to ensure that the facts are known. This information may be required by Insurers and to communicate issues to other Sheds via AMSA or State bodies to help prevent a reoccurrence.

INCIDENT FORM:

SHED	Report No.:
Date of Incident:	Time of Incident:

PART A – WHAT HAPPENED?

Type of Incident:			
<input type="checkbox"/> Injury	<input type="checkbox"/> No-injury		
If Injury:			
<input type="checkbox"/> First Aid	<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> LTI	
If No-Injury was the Incident due to:			
<input type="checkbox"/> Fire	<input type="checkbox"/> Explosion	<input type="checkbox"/> Plant Failure	
<input type="checkbox"/> Plant Damage	<input type="checkbox"/> Other (specify)		
Persons Involved:			
a) Person(s) directly involved.	Member / Name	Address	Phone Number
	Non-Member / Name		
Damage to plant or property that occurred/may have occurred:			

PART B – HOW DID IT HAPPEN?

Description of Incident:

(Explain clearly how the incident occurred. This should be brief, in dot point form, providing the facts only and should not contain supposition or hearsay).

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Location (attach sketch/map):

Weather Conditions:

PART C – INJURY REPORT

Injury Details:

Was FIRST AID treatment administered? YES NO

If YES, Treatment details:

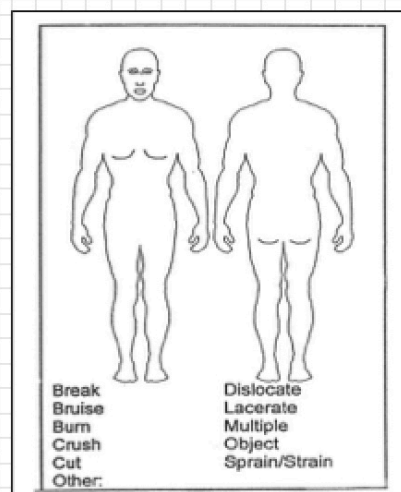
If YES, By whom:

Was injured person sent to Doctor/Hospital? YES NO
 (Attach Medical Certificate/Certificate of Capacity)

If YES, name of Doctor/Hospital:

If YES, name of person taking injured person to Doctor/Hospital:

Did the Injured person return to shed to participate? YES NO



PART D – AUTHORITY NOTIFICATION*

Name of Relevant Authority (Police / Fire / Ambulance):

Is this a major / serious incident: YES NO

If so, has the Authority been notified: YES NO

PART E – AUTHORISATION AND DISTRIBUTION

Report Prepared by:

Name:

Signature:

Date:

Elected Member Code of Conduct

Warragul Woodworkers Club Inc.

1. An elected member must act honestly, in good faith and in the best interests of the Club as a whole.
2. An elected member has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. An elected member must use the powers of office for a proper purpose, in the best interests of the Club as a whole.
4. An elected member must recognise the primary responsibility is to the Club's members, but should, where appropriate, have regard for the interests of all stakeholders of the Club.
5. An elected member must not make improper use of information acquired from their position within the Club.
6. An elected member must not take improper advantage of their position.
7. An elected member must not allow personal interests, or the interests of any associated person, to conflict with the interests of the Club.
8. Confidential information received by a committee member in the course of the exercise of committee duties remain the property of the Club from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Club, or the person from whom the information is provided, or is required by law.
9. An elected member should not engage in conduct likely to bring discredit upon the Club.
10. An elected member has an obligation, at all times, to comply with the principles of this Code.
11. An elected member must disclose any pecuniary interest.
12. An elected member has responsibility to provide known information relevant to committee/council deliberations.