



SAFETY MANUAL

SHED WEST COMMUNITY MENS SHED INC.

Version 5.0, 06 February 2023

EVERY MEMBER IS RESPONSIBLE FOR ENSURING HIS OWN SAFETY, AND THAT OF ALL PEOPLE AROUND HIM, AT ALL TIMES

Definition: The term 'The Shed' or the 'The Shed and its environs' will now be referred to as the 'Shed' and shall incorporate the following:

- The main building/shed including the project storage shed and timber racks at the rear of the shed
- The blue shed
- The computer room and meeting room
- The metal workshop
- All environs immediately surrounding the above facilities.

HEALTH AND SAFETY POLICY

General

Shed West is firmly committed to developing and implementing measures to identify and to remove, or at least to reduce to an acceptable level, risks to the health, safety and welfare of its members and visitors, and anyone else who may be affected by shed operations. This policy is based on complying with Work Health and Safety Act and Regulations 2011 (Qld), relevant Australian Standards and Codes of Practice.

Key Personnel

Key personnel in the workshop include Safety Officer, Shed Co-ordinator, Projects Manager, Trainers and Shed Supervisors. The incumbents in these positions may change from time to time.

Health and Safety

Due to the potential for injury when operating the machines in the workshop, Shed West restricts their unsupervised use to those members who have demonstrated their competence and been assessed in the safe operation of the machine/s and are accredited to use it/them.

A number of members have volunteered to act as Trainers and Assessors to instruct other members (at a mutually agreeable time) in the operation of the machines, and to make an assessment of the individual's competency in their use. A record of members' competencies will be kept in the 'Shed' Office and members must wear a name badge indicating their accreditation for the use of each particular machine.

A list of current Trainers is posted on the wall outside the office.

Training Modules and their relevant assessment documents are available on the operation of each machine in the workshop for members wishing to be accredited to use those machines unsupervised.

Dos and Don'ts

The Shed West Management Committee and Safety Sub-Committee have introduced the following rules and guidelines for members and visitors when in the Shed:

- Members who want to use the shed facilities must attend an OH&S Training induction before they start work in the shed
- Name tags must be worn
- At least two financial members must be in the shed before any work can be carried out
- Wearing of fully enclosed shoes is mandatory at all times within the shed
- Safety glasses (provided) must be worn when using any machinery with moving components – full-face shields (provided) must be worn when using a wood lathe, bench grinder or angle grinder
- Hearing protection (provided) and dust masks (provided) should be worn when machines generating these hazards are in use
- For hygiene reasons members are encouraged to provide their own safety equipment. If the Shed's safety glasses or full face-shields are used by a member, they must be cleaned before they are replaced in shed stocks
- Do not wear loose fitting clothing and jewellery that can potentially be caught in moving parts of machinery
- Members must observe the relevant Safety Operating Procedures posted adjacent to each individual machine
- Before operating any machine or power tool;
 - Check - make sure the machine has a current Electrical Safety Test Tag
 - Set - set blades, guards, guides, and dust extraction
 - Use - safely operate machine and ask for assistance where necessary
 - Clean - after use, clean the machine of all dust, shavings etc.
- Safety guards and other safety features attached to machines must not be removed or changed in any way rendering the operation of the machine more hazardous without reference to a Trainer or Shed Supervisor
- If a machine is not operating correctly switch it off immediately and place a “Not-in-Service” sign (available in the office) on the machine and advise the Shed Co-ordinator or Shed Supervisor
- After working on a project with any machinery, that machinery must be returned to its original condition BEFORE ITS NEXT USE by the member/s who has/have been working on it
- Sanding, routing and sawing with portable power tools and machines must be conducted outside of the workshop
- Members must clean up any debris, woodchips, sawdust, filings etc. that they generate while using the machines before they leave the work station, and assist in the general tidying up of the workshop at the completion of each session. Work stations must be left clean and clutter free at the end of each session
- When a member is working with machinery, always approach him from front-on or the side - never from behind – and wait until he acknowledges your presence and turns off his machine before attempting to engage in conversation
- As storage space is limited, where possible, members must take their projects home at the end of each day. The only exception to this rule is with major glue-ups where clamped projects need to be left overnight. However, the projects must be removed as early as possible the next day
- All tools must be returned to their storage place after being used

- Before timber is machined, it must be inspected closely for nails, stones, grit and other debris. Dry timber only should be put through the Thicknesser, Planer, Linisher and Table/Panel saw. Preparation of green timber for woodturning can only be conducted using the bandsaw
- Do not use machinery if you are affected by drugs or alcohol
- Alcohol cannot be consumed within the confines of the shed
- Smoking is not permitted in the Shed
- One or more Trainers will usually be on hand during the Shed's normal opening hours to help unaccredited members who require assistance to carry out small tasks on a particular machine but who are not necessarily looking to be accredited for that particular machine. Shed Supervisors are also available to assist any member who simply wishes to have someone machine timber on their behalf.

SHED GOVERNANCE

Shed West Management Committee

The Management Committee will as far as is practicable provide and maintain:

- A safe working environment and work systems
- Tools, equipment, substances and materials for use by members in safe condition
- Facilities for the welfare of members
- Information, instruction, training and supervision that is reasonably necessary to ensure all members and visitors are safe from injury and risks to health;
- A commitment to consult and to cooperate with members in all matters relating to health and safety in the Shed
- A commitment to implement effective safety management procedures
- An environment that encourages the cooperation of all members and authorised visitors to implement this policy.

Shed Safety Officer

The Shed Management Committee will appoint a Shed Safety Officer, whose duties will include:

- To inform the Management Committee about the overall state of safety in the Shed
- To conduct inspections to identify any hazards and any unsafe or unsatisfactory workplace health and safety conditions or practices.
- To inform the Shed Management Committee of any hazards or any unsafe or unsatisfactory workplace health and safety practices identified during the inspections.
- To develop appropriate workplace health and safety educational programs and materials
- To promote appropriate workplace health and safety conditions and safe work practices in the Shed
- To investigate or assist in the investigation of all workplace safety incidents in the Shed
- To report the incident or risk to the Management Committee immediately if any workplace incident or immediate risk to workplace safety in the Shed occurs
- Chair meetings of the Shed Safety Sub-Committee and discussions on Safety, which from time to time, may be held to include the broader membership.
- Represent the Safety Sub-Committee at Management Committee meetings.
- Carry out reasonable additional duties as required by the Management Committee, from time to time.

Shed Safety Sub-Committee

The Shed Management Committee has established a Shed Safety Sub-Committee comprising 4-6 Shed members, ensuring a suitable spread of interests and knowledge within the Sub-Committee. Minutes of Shed Safety Sub-Committee meetings should be recorded and submitted to the Management Committee for information. The Shed Safety Sub-Committee should meet as required to address the following responsibilities;

Responsibilities

The Shed Safety Sub-Committee's responsibilities include:

- The development, printing, promulgation and review of safety instructions in conjunction with the Safety Officer
- Conducting investigations of all actual or 'near miss' incidents involving the safety of Shed members or visitors, or the safe operation of any Shed tools or machinery;
- Following an investigation which reveals a need to amend these instructions, preparing, printing and promulgating those amendments to all Shed members;
- Overseeing the conduct of safety inspections of all Shed equipment and maintaining relevant checklists and other safety-related documents.

Register

The Shed Safety Sub-Committee will establish and maintain a register, to be kept in the Shed, which must be signed by every member who intends to work in the Shed to certify they have been inducted into safe operations within the Shed and have read and understood these instructions.

Reviews

The Safety Sub-Committee must review these instructions, and amend them as necessary:

- Immediately after any incident which involves actual or potential injury to any person; and
- Meet annually to ensure they are relevant to current working procedures. A note must be made in the meeting minutes to the effect that the instructions are either still current, or require amendment. If amendments are required, a note that they have been made must be included in the minutes of the next applicable meeting.
- Amendments to these instructions must be endorsed by the Shed West Management Committee and promulgated to all members in a timely manner.

Shed Supervisors

A Shed Supervisor must be present at the Shed during all scheduled times it is open for use by members.

Duties will include:

- Implementing and enforcing the Shed 'Rules and Protocols'
- Ensuring the Shed is opened on time, and all tools/machinery are either available for use or, if requiring servicing or repair, isolated and tagged as appropriate
- Ensuring all members either bring their own Personal Protective Equipment, or have access to Shed stocks of this equipment, appropriate to the nature of the work and the tools/machinery they will be using
- Monitoring activities in the Shed to ensure all members working there at the time are properly attired, equipped and trained to use the equipment relevant to the work being undertaken
- Assessing the ability of any member suspected to be affected by drugs, or otherwise apparently impaired, with respect to that member's ability to work safely, and taking steps to stop that member from continuing to work in the area until that situation is resolved
- Enforcing the 'no smoking' regulations
- Ensuring any tool or machinery that becomes unserviceable whilst in use is removed or isolated from further use, and the appropriate equipment register annotated accordingly

- Providing, or assisting with, any first aid measures needed by any member who is injured whilst working in the area
- Ensuring all work areas are cleaned up, machinery cleaned and serviced as required, and all tools cleaned and returned to their allocated storage compartment/areas
- Ensuring any flammable liquids are stored in the appropriate safe areas. Decanted flammable liquids are to be clearly labelled identifying the contents
- Ensuring all designated power circuits are turned off, security devices are operational, and securing the Shed at the end of the session
- Ensuring that all attending members are aware of and comply with the Shed 'Rules and Protocols'.

Shed West Members

All members have an obligation to:

- Comply with all provisions of this Safety Manual
- Ensure that they avoid injury to themselves and others, and damage to tools and equipment, whenever using the facilities provided in the Shed and its environs
- Take reasonable care of their own health, and the health and safety of all others
- Wear appropriate personal protective items and clothing where necessary
- Comply with any direction from the Shed Safety Sub-Committee and its members in relation to health and safety
- Avoid the misuse of Shed equipment
- Immediately report all accidents or incidents on the job, no matter how trivial, to the Shed Safety Officer (or delegate) at the time. These reports must be recorded in a register which will be reviewed regularly by the Safety Sub-Committee which will make, where appropriate, recommendations to the Shed West Management Committee
- Report any observed safety hazards to the Shed Safety Officer (or delegate).

All members wishing to use Shed facilities must ensure they do not have any medical or physical conditions that could interfere with their ability to work safely with any tools or equipment in the Shed. This includes the use of drugs or any medications which might impair or otherwise affect their safe working ability.

Compliance with Safety Operating Procedures. Members must comply with the provisions of the Safety Operating Procedures applicable to each item of fixed or portable machinery whilst working with that machinery. This includes the wearing and use of all personal protective equipment as specified in those procedures.

A member observed working in a hazardous manner will have their unsafe practice brought to their attention by the Shed Safety Officer or member of the Shed Safety Sub-Committee who has been delegated that authority, or by any responsible member of the Shed. The Shed Safety Officer or his delegate will require that a member acting dangerously immediately begin observing safe practices.

If the Safety Officer's (or delegate's) instructions are disobeyed, then he may ask the offending member to cease his activity and leave the premises forthwith. This person's right to work in the Shed workshop will be suspended until it is reviewed by the Management Committee.

All breaches of Shed West Safety Standards leading to this level of disciplinary action must be recorded and a full report of the incident made to the Shed West President and the Shed West Community Liaison Officer, with 24 hours. In the absence of either of these officials, the Shed West Secretary will be informed. Any disputes which may arise from such actions will be dealt with in accordance with similar procedures set out in Complaint Handling Process of the Good Neighbour Policy. In which case, if the matter is not readily resolved it shall be referred to the Shed West Management Committee, instead of the Brisbane City Council.

TOOLS AND EQUIPMENT SAFETY

Inspections and maintenance

A member intending to use tools and/or equipment in the shed must inspect the tools and/or equipment before using them to ensure they are safe to use. Any item needing work to return it to its safe working condition must be immediately withdrawn from use until it is reconditioned.

Electrical equipment/machinery

Checks on the electrical safety of any shed equipment or machinery must be conducted by a qualified electrician in accordance with the manufacturer's safety/operating instructions. Unserviceable equipment must be isolated from the power circuit, and a sign affixed to it notifying its unserviceability, until it is repaired.

FIRE PLAN

There are no automatic nor manual fire alarms systems installed in these premises.

Fire Alarm Warning can only be achieved by verbal expression.

To call Fire brigade you must dial '000' Triple zero

All staff should be aware of these limitations in preparation for any emergency

At all times, when a fire alarm is raised, you are required to prepare for an evacuation

- Warn visitors, cease work activities immediately and make safe equipment & valuables (if safe)
- Collect small personal belongings and move out of the building at the safest exit
- Take instructions from the Fire Warden and move to the Assembly Area

When control is established then you may attempt to put out the fire using a Fire Extinguisher

Do not re-enter the building until the Fire Brigade advise it is safe to do so.

RISK MANAGEMENT POLICY

Risk Management is the process used to analyze a situation and then work towards minimizing harm towards people or property. Although this set of Policies are about Health & Safety, the Risk Management process can be applied to analyzing the downside of any situation – not only Health & Safety.

In its broad sense, the word “Risk” is the chance that loss or damage from some event will happen. It combines the concept of likelihood and the consequence of the event. For example, the likelihood of an earthquake happening in Central Australia is unlikely, but if it did happen its consequence could have serious local consequences for Men’s Sheds in the district but would not impact on Sheds in coastal areas of the country.

In the area of Health & Safety in our shed the risk of injury from using a welding torch is high if the operator is untrained, there could be also a high risk of fire damage. This risk could be managed by not permitting untrained people to use a welding torch unsupervised and ensuring they wear appropriate Personal Protection Equipment.

If a risk is considered serious, then it needs to be managed with the aim of minimizing either the likelihood or the consequence of an event happening. Some risks can be managed using practical measures. For example, the risk of burglary can be managed by locking up portable power tools and other valuables in a tool cage and having a back to base alarm fitted.

It may be difficult to manage the likelihood of a fire happening in a Shed but the consequence can be managed by Emergency Procedures with Insurance being another management response.

The risk assessment, of our shed, would consider many kinds of events that could happen and threaten the operation of the shed, its financial status or the health & safety of people including members, contractors, mentored children / adolescents, and other visitors.

The management aspect deals with actions needed to reduce risk to an acceptable level. Actions also need to be managed by assigning tasks and resources to fix problem areas.

RISK MANAGEMENT PROCESS FOR HEALTH & SAFETY

A Risk is anything that has the potential to cause injury, illness or damage to your health.

STEP 1 - Spot the Risk

The first step is to walk around your Shed and find the obvious things that could put the health or safety of anyone in your workplace in danger.

Some of the risks you will be able to fix straight away by picking up a lead that may cause someone to trip, cleaning up a spill on the floor or moving a frequently used item onto a lower shelf. There are a number of other ways to find risks in your workplace, including:

Look at the tasks

Look at each task members do. Look for any risks associated with these tasks

Talk to the members

The people who do the job regularly are the best people to tell you about any risks associated with their work. Ask members which tasks cause problems or make them concerned. Members may also have had reports from members about particular tasks they've had problems with, but not passed on.

Use safety checklists

Safety checklists are a good way to help you identify some of the common risks that can be found in workplaces like yours. Please note that these checklists are generic and should be adapted to suit your own workplace.

Review manufacturers' information

Review the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels.

Check injury records and incident reports

By looking at your injury records, you'll be able to get a good idea of what's causing your members' injuries. You should also check your register of health and safety problems and records of near-misses.

A more systematic approach is as follows:-

Under the 'Spot the risk' column, write down the name of the task you're reviewing in the 'Identify the work task or activity' column. You may even want to break down each of these work tasks into the steps involved in it, from start to end. If you decide to do this, identify all the steps involved by asking "What happens first?" and then "What do you do next?".

In the "What are the risks associated with each activity" column, write down all the risks you can find. The Risk Analysis Thinking Prompts in the Appendices can help.

STEP 2 - Assess the Risk

We need to identify the likelihood of a risk causing injury, illness or damage to your health.

When the risks are identified, the level of risk needs to be established.

The list of risks may be surprisingly long, with some posing more safety risks than others. It is necessary to work out which risks are more serious than others, so that they can be dealt with first.

To assess the risk associated with each risk, ask these questions:

*What is the potential **impact** of the risk?*

- How severe could an injury or illness be?
- What is the worst possible damage the risk could cause to someone's health?
- Would it require simple first aid only? Or cause permanent ill health or disability? Or could it kill?

*How **likely** is the risk to cause someone harm?*

- Could it happen at any time or would it be a rare event?
- How frequently are workers exposed to the risk?

Answering these questions will help you assess the risk level of the risk: whether it is a low risk, moderate risk, significant risk or high risk. The table below can help with this process.

Potential Impact Of Risk	Likelihood that Risk would cause an Accident				
	Almost Certain	Likely	Moderate	Unlikely	Rare
Insignificant	<i>Significant</i>	<i>Moderate</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>
Minor	<i>Significant</i>	<i>Significant</i>	<i>Moderate</i>	<i>Low</i>	<i>Low</i>
Moderate	<i>High</i>	<i>Significant</i>	<i>Significant</i>	<i>Moderate</i>	<i>Moderate</i>
Major	<i>High</i>	<i>High</i>	<i>High</i>	<i>Significant</i>	<i>Significant</i>
Catastrophic	<i>High</i>	<i>High</i>	<i>High</i>	<i>High</i>	<i>Significant</i>

Identify the Potential impact of Risk

Insignificant	No injuries, low financial loss
Minor	Simple First aid treatment, medium financial loss.
Moderate	Significant First aid treatment, high financial loss.
Major	Extensive injuries, loss of production capability, major financial loss
Catastrophic	Death, huge financial loss.

Assess the Likelihood that the Risk would cause an accident

Almost certain	The event is expected to occur in most circumstances.
Likely	The event will probably occur in most circumstances
Moderate	The event should occur at some time.
Unlikely	The event could occur at some time.
Rare	The event may occur only in exceptional circumstances .

Action required to eliminate the Risk

High	High Risk - act immediately to take steps to Fix the Problem.
Significant	Significant risk - act immediately to take steps to Fix the Problem
Moderate	Moderate risk - act as soon as practicable
Low	Low risk - manage by routine procedures and reassess within designated timeframe.

STEP 3 - Fix the Problem

When the risks are spotted and their risk assessed, ways need to be developed to fix them. This is known as **risk control**, and is the third step.

You should always aim to remove a risk completely from your workplace. Where this isn't practical, you should work through the other alternatives systematically. Working through risks in this way is known as the hierarchy of control. Sometimes more than one control measure should be used to reduce the exposure to risks.

Control Measures

1. **Eliminate the risk.** For example, repair damaged equipment; use a lifting machine to do the lifting in the workplace; stop using a dangerous chemical.

If this is not practical, then:

2. **Substitute the risk with a safer alternative.** For example, break larger loads down into smaller, lighter loads; use a less toxic chemical.

If this is not practical, then:

3. **Isolate the risk.** For example, install barriers to restrict access to risky work areas or machines; use chemicals in a safe dedicated work area.

The size of a workplace is a major consideration for Shed's safe work environment, but it's difficult to find hard and fast rules. The overriding concern is for a safe workplace. A typical Government workspace is at least 1.8 m², however, to allow for general movement, there must be a minimum of 2.3 m² of additional / unused space for each person working in the area. The spare space can include meeting rooms etc.

In Sheds it's important for safety reasons not to squeeze too much into a space so as to comply with safe work regulations. The foregoing measures may be regarded as minimums but common sense regarding the shed's activity must also be a prime factor when arranging the space needs and safe layout for each shed.

Another good idea inside the work area of the shed is to paint yellow lines on the floor to mark out where things may or not be stored and where people may or not walk.

If this is not practical, then:

4. **Use engineering controls.** For example, place guards on dangerous parts of machinery; use a trolley to move heavy loads; explore use of localized extraction systems.

If this is not practical, then:

- 5 **Use administrative controls.** For example: have clear safety notices on machines; change work practices and organization; rotate jobs to reduce the time spent on any single task; train members in safe work procedures; carry out routine maintenance of

equipment.

If this is not practical, then:

6. **Use personal protective equipment (PPE).** For example, provide workers with protective equipment such as gloves, masks or ear muffs and train them to use PPE correctly.

Finding safety solutions

- There are many ways to find safety solutions.
- At regular toolbox meetings, ask members for their ideas. They may already see safer ways to do things.
- Look at the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels.
- Talk to other Sheds. Get help from any associations or groups involved in similar functions. They may have seen the problem before and know how to fix it.
- Consult a professional OHS specialist.

STEP 4 - Evaluate Results

Risk management is not a one-off event - it is an ongoing process. Once you've identified the risks, assessed their risk and fixed them, you need to follow up with the fourth step of the risk management process 'Evaluate results'.

Evaluation is an important step in the risk management process. After you think that you've fixed the problem, find out whether the changes have been effective. It is useful to think through the steps again to ensure no new risks have arisen.

Ask these questions:

- Are the changes making a difference?
- What do your members think?
- Will the solutions reduce risks and prevent injury or illness?
- Do they create new risks or increase the risk of existing ones?
- Any ways to make further improvement?

INCIDENT FORM:

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

PART A – WHAT HAPPENED?

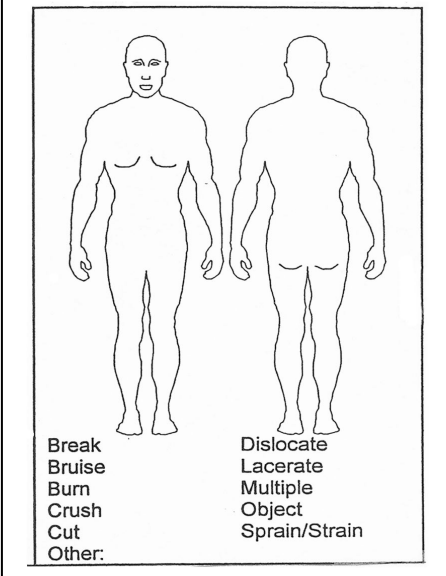
Type of Incident:			
<input type="checkbox"/> Injury		<input type="checkbox"/> No-injury	
If Injury:			
<input type="checkbox"/> First Aid	<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> LTI	
If No-Injury was the Incident due to:			
<input type="checkbox"/> Fire	<input type="checkbox"/> 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
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).

Location (attach sketch/map):
Weather Conditions:

PART C – INJURY REPORT

Injury Details:		
Was FIRST AID treatment administered?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, Treatment details:		
If YES, By whom:		
Was injured person sent to Doctor/Hospital?	YES <input type="checkbox"/> NO <input type="checkbox"/> (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 <input type="checkbox"/> NO <input type="checkbox"/>

PART D – AUTHORITY NOTIFICATION*

Name of Relevant Authority (Police / Fire / Ambulance):		
Is this a major / serious incident:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, has the Authority been notified:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PART E – AUTHORISATION AND DISTRIBUTION

Report Prepared by:		
Name:	Signature:	Date:

DISTRIBUTE TO STATE / CLUSTER CO-ORDINATOR AND TO AMSA.

VERSION CONTROL

Version number	Date	Comments
1.0	13 Feb - 2013	Based on AMSA template.
2.0	05 Jan –2015	Based om AMSA template
3.0	20-Feb-2019	Revised version based on Annual Review by Shed Safety Sub-Committee. Major changes: <ul style="list-style-type: none"> • Inclusion of a definition of the term Shed and its environs (page 1) • Inclusion of a reference to the Shed Rules and Protocols (pages 4,5) • Deletion of any reference to the Equipment Register • Deletion of any reference to a First Aid Register. Minor changes: <ul style="list-style-type: none"> • Formatting and editorial changes to ensure consistency in terminology.
4.0	25 Mar – 2022	Inclusion of the Fire Plan and Evacuation plan
5.0	6 Feb - 2023	Inclusion of Risk Assessment Policy and Incident Report Form

AUTHORISATION

Version 5.0 authorised 06 February, 2023 by:

<p>Phil Batten Shed West President (on behalf of the Management Committee)</p>	<p>Neil Rogers Shed West Safety Officer (on behalf of Shed Safety Sub-Committee)</p>
Signature:	Signature: 