

# **SAFETY INSTRUCTIONS**

## **SHED WEST COMMUNITY SHED MEN'S INC.**

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

### **HEALTH AND SAFETY POLICY**

#### **General**

Shed West is firmly committed to developing and implementing measures to identify and remove, or at least 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 includes complying with all relevant Workplace Health and Safety Regulations, Australian Standards and Codes of Practice.

### **SHED OPERATION**

Key personnel in the workshop include Workshop Manager, Health and Safety Officer, Training Officer, Project Manager, Maintenance Manager and Office Administrator. 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 only those members who have demonstrated their capability in the safe operation of the machine(s) and are accredited to use it (them).

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

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

General handouts are available (or in preparation) 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 Committee and Safety 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 to be worn.
- At least two people must be in the shed before any work can be carried out.

- Wearing of **enclosed leather** footwear is **mandatory** at all times within the shed.
- Safety glasses (provided) to be worn when using any machinery with moving components – full-face shields (provided) to be worn when using a wood lathe or metal grinder.
- Hearing protection (provided) and dust masks (provided) are to be worn when machines generating these hazards are in use.
- For hygiene reasons members are encouraged to provide their own safety equipment (safety glasses, hearing protection, dust masks). If the Shed's safety equipment is used by a member, it is to be cleaned and disinfected as necessary before it is replaced in shed stocks.
- Do not wear loose fitting clothing that can potentially be caught in moving parts of machinery.
- Members should observe the relevant Safety Operating Procedures posted adjacent to each individual machine.
- Before operating any machine or power tool;
  - Check make sure the machine is safe to use (eg has a current Electrical Safety Test Tag)
  - Set set blades, guards, guides, and dust extraction before using machine
  - 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 mentor 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 Workshop Supervisor or Office Administrator.
- At the end of 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.
- The cutting depth on the Jointer must not be changed under any circumstance. Deep cuts on the Jointer can be achieved with multiple passes on the machine.
- Sanding, routing and sawing with portable power tools and machines is to be conducted outside of the workshop.
- Members are to clean up any debris, woodchips, sawdust, filings etc. 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 day. Work stations must be left clean and clutter free at the end of each day.
- When a member is engaged in working with machinery always approach him from front-on or the side - never from behind - wait until he acknowledges your presence and turns off his machine before attempting to engage in conversation.
- Be mindful of timber protrusions and potential hazards when moving in close proximity to machines in use.
- As storage space is limited, where possible, members are to 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. But the projects must be removed the next day.

- All tools are to 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. Only dry timber should be put through the machines.
- Do not use machinery if you are affected by drugs or alcohol.
- Alcohol cannot be consumed within the confines of the shed.
- No smoking in the shed or its surrounds.
- One or more mentors 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. Mentors are also available to assist any member who simply wishes to have someone machine timber on their behalf.

## **SHED GOVERNANCE**

### **Shed West Committee.**

The committee will, as far as possible, provide and maintain:

- A safe working environment and work systems;
- Tools, equipment and substances 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 cooperate with members in all matters relating to health and safety in the Shed and its environs;
- A commitment to implement effective safety management procedures, and
- An environment that encourages the cooperation of all members, and authorised visitors, to implement this policy.

### **Shed Safety Committee**

The Shed Committee is to establish a Shed Safety Committee as a sub-committee of the Shed Committee. Membership is not to be less than four (4) or greater than six (6), and is to include members from the main body to ensure a suitable spread of interests and knowledge within that committee.

### ***Responsibilities***

The Shed Safety Committee's responsibilities are to include:

- In conjunction with the Safety Officer, development, printing and promulgation, and review as necessary, of safety instructions;
- Conducting investigations of all actual, or 'near miss', incidents involving the safety of shed members, or authorised visitors, or the safe operation of any Shed tools or machinery;
- In the light of any 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 documentation.

### ***Register***

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

### ***Reviews***

The Safety Committee is to review these instructions, and amend them as necessary:

- Immediately after any incident which involves actual, or potential, injury to any member; and
- Before each Annual General Meeting to ensure they are relevant to current working procedures. A note is to 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 is to be included in the minutes of the next applicable meeting.
- Amendments to these instructions are to be promulgated to all members as soon as they are made

### **Shed Safety Officer**

The Shed Committee is to appoint a Safety Officer, whose duties are to include:

- To inform the Shed West Committee about the overall state of health and 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 West 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 health and safety incidents in the Shed.
- If any workplace incident or immediate risk to workplace health and safety in the Shed occurs – to report the incident or risk to the Shed West Committee immediately.
- Chair meetings of the Shed Safety Committee and discussions on Safety, which from time to time, may be held to include the broader membership.
- Represent the Safety Committee at Shed Committee meetings.
- Carry out reasonable additional duties as required by the committee, from time to time.

### **Shed West Members.**

All members have an obligation to:

- Comply with the provisions of these all safety instructions;

- Ensure 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 committee in relation to health and safety;
- Avoid the misuse of anything provided in the Shed, or its environs, in the interests of health and safety;
- 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 are to be recorded in a register which will be reviewed regularly by the Safety Committee which will make, where appropriate, recommendations to the Shed West Committee.
- Report any observed safety hazards to the Shed Safety Officer (or delegate).

All members wishing to use Shed facilities are to ensure they do not have any medical or physical conditions that could interfere with their ability to safely work 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 are to 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 shall have their unsafe practice brought to their attention forthwith, by the Safety Officer, by a fellow member of the Safety Committee who has been delegated that authority, or by any responsible member of the Shed. The Safety Officer, or his delegate, will require that member acting dangerously to immediately begin observing safe practices.

If the Safety Officer's (or delegate's) instructions are disobeyed, then he/she may ask the offending member to cease their activity and leave the premises forthwith. This person's membership will be suspended until it is reviewed by a quorum of the Shed West Committee.

All breaches of Shed West Safety Standards leading to this level of discipline 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 Complaints Procedure of the Good Neighbour Policy. In which case, if the matter is not readily resolved it shall be referred to a quorum of the Shed West Committee, instead of the Brisbane City Council.

## **Shed Supervisor**

A Shed Supervisor - who may be a mentor or a senior Shed member onsite on the day - is to be present at the Shed during all scheduled times it is open for use by members. Duties will include:

- 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 safety 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, or its environs, 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, and noting the First Aid Register accordingly;
- At the end of the opening hours, 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 either stored in the appropriate clearly labelled containers in safe areas or, if product has been decanted from those containers is either returned (if uncontaminated) to the relevant container or, if contaminated, removed off-site by the member using that product; and
- Ensuring all designated power circuits are turned off, security devices (if installed) are operational, and securing the Shed and its environs at the end of work.

## **TOOLS AND EQUIPMENT SAFETY**

### **Inspections and maintenance**

An operator/user intending to use tools and/or equipment in the shed is to 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 is to be immediately withdrawn from use until it is reconditioned.

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

### **Equipment Register**

A register is to be maintained of all equipment serviceability/safety checks as they are conducted. Each item is to have its own, separate, checklist which is to be clearly endorsed with the name of the checking member, and the date of the check, in the appropriate section of the checklist.