



BP Men's Shed Incorporated

Breakfast Point

<https://sites.google.com/site/bpmensshed/>

Operations Manual

This manual covers all aspects of the operation of the BP Men's Shed and it is divided into three parts:-

1. Policies and Organisation
2. Workplace Health and Safety
3. Shed Operations

Members of the BP Men's Shed Inc. must comply with this manual and the **BP Men's Shed Constitution.**

Changes to this manual must be authorised by the Executive Committee of the BP Men's Shed Inc.

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1. Policies and Organisation

1.1 Safety Policy

The Australian Men's Sheds Association understands that operating in a safe and responsible manner is fundamental to the continued success and growth of the Men's Shed services throughout Australia. Sound safety practices result in low accident rates and consequently low Insurance Premiums. A careless approach to safe work practices may lead to a claim for insurance being denied by the Insurer.

We value our members and place the utmost importance on the safety of all persons working or visiting our Sheds

Consequently, we commit to:

Encouraging and supporting a culture whereby all members may identify, report, assess and control safety risks in their sheds;

Continuously improving our safety to reduce work related injury, illness and harm;

The provision of induction training and briefings to ensure all members, subcontractors and visitors have the relevant skills and knowledge to understand risks and their safety obligations;

Compliance with all applicable laws, regulations, statutory obligations and other relevant requirements;

Ensuring we have the resources and skills necessary to effectively manage our identified safety risks;

Maintaining and improving a safety management system;

Consulting and communicating with our members about safety and

Provide information and documentation to assist with effective safety management.

1.2 Risk Management Policy

What is - Risk Management:

Risk Management is the process used to analyse a situation and then work towards minimizing harm towards people or property.

In its broad sense, the word "Risk" is the chance that loss or damage from some event will happen.

The risk assessment of "Breakfast Point Shed" considers 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.

The Shed will regularly assess the risk and ensure action plans are implemented and working properly to reduce risk.

1.3 Code of Conduct

GENERAL

1. Follow and obey all instructions and safety signage for the workplace/shed
2. If in doubt, please ASK!
3. Report immediately any practice which you think might cause damage to equipment or injuries to anyone in the shed or any condition which you consider to be a hazard
4. Whenever an accident or incident occurs, regardless of how minor, report and record it on the day of the occurrence in the Accident/Incident book provided.
5. Use the correct tools and equipment for the activity being undertaken and use them as safely as possible
6. Do not adjust, alter or repair equipment unless authorised to do so- equipment failures should be brought to the attention of the Coordinator without delay
7. Use approved personal protection equipment (PPE) as necessary for the activity being undertaken
8. Keep PPE correctly maintained and in good working condition
9. Do not take unnecessary risks in the workplace- avoid distracting others while they are working- horseplay will not be tolerated at any time in the shed
10. Use safe working practices for example when lifting or moving heavy objects- ALWAYS GET HELP WITH HEAVY LOADS
11. Know the emergency procedures, evacuation plan, location of fire extinguishers and their correct use.
12. Maintain safe work practices and keep yourself and others safe.
13. Handle all chemicals with care- read the labels and follow the instructions- CHECK MATERIAL SAFETY DATA SHEETS
14. Always look out for hazards and remember to remove them, guard against them and warn others about them.

REMEMBER

ELIMINATE ISOLATE MINIMISE

KNOW WHO THE FIRST AID CERTIFICATE HOLDERS ARE

KNOW WHERE THE FIRST AID KIT IS LOCATED

KNOW WHERE THE MATERIALS SAFETY DATA SHEETS ARE KEPT

GET FIRST AID PROMPTLY

1.4 Drug and Alcohol Policy

1.4.1 Overview

The misuse or abuse of alcohol and other drugs represents a problem to the member, the Shed and colleagues in terms of accidents, injuries, poor performance, insurance claims and disputes as well as personal costs.

Members have a better chance of recovery from long term alcohol and/or drug use while ever they engage with the shed and are well supported to do so.

1.4.2 Policy

The Shed will ensure as far as reasonably practicable, that members undertake their duties unaffected by the use of illicit drugs and that where legal substances are used, this occurs with responsibility and moderation, thereby not adversely affecting their performance.

‘The Shed’ adopts the principle that a working environment should be free from the effects of alcohol and/or other drugs and members will be offered support to manage such issues should they be identified.

1.4.3 Policy Guidelines Alcohol & Drugs

The use of illegal Drugs is not permitted in the Shed at any time. Alcohol may only be drunk at Committee approved functions, and only then when no work is being undertaken. ‘The Shed’ strives for an environment, where all members display safe workplace behaviours. Action by everyone to co-operate and comply with WHS legislation and policy supports the effective management of WHS.

Drugs – the use of the term drugs includes a range of substances incorporating prescribed medication, over the counter medication (non-prescribed) and illicit drugs e.g. cannabis, cocaine, and heroin.

Strategies

- Every member must ensure that they are not, by the consumption of alcohol and/or drugs, in such a state as to endanger the safety of themselves or any other person, while at The Shed or at a Shed activity. Zero blood alcohol/illicit drug levels are expected for all members providing any services on behalf of The Shed.
- Any member who is suspected of being adversely affected by alcohol and/or other drugs is not permitted to work until they are deemed fit to safely perform their job. The reporter is to inform the Shed Coordinator or Committee Member of any concerns as soon as practicable. The member should be informed of suspected/actual performance concerns and if assessed as not being fit for duty, safe transportation home is to be arranged by the committee.
- The **person receiving this report** is to complete an accident/incident form outlining observations and their reasons for asking member to leave the premises. If there are any witnesses they must also be noted on form. An accident/incident investigation must also be conducted.
- A follow up interview is to be arranged with the member following such an event before recommencing activities. Any recurrence of such an event, with the same member, must be reported to the Committee. Appropriate action may be implemented.
- Illicit drugs are not to be bought, sold, carried or used in ‘The Shed’ premises or grounds.
- Prescribed or over the counter drugs may be consumed in accordance with medical advice or medication packaging. If there is any possibility that the use of such medications may affect motor skill co-ordination or ability to safely perform tasks, the Shed Coordinator and committee must be informed, so that safety aspects can be addressed. Alternatively a medical certificate can be provided, setting out any restrictions e.g. not being able to drive a vehicle or operate certain machinery.
- Should a member disclose that they have a drug and/or alcohol problem they should be encouraged to seek support from relevant services

Alcohol may only be consumed on site if it is a ‘The Shed’ ‘special occasion function’, approved by the Committee.

No machinery is to be in operation at the time.

The above does not apply to “Prescription” medication which can be taken in accordance with the doctors instructions.

1.4.4 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, specialised 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).

1.4.5 No Smoking

Smoking is not permitted at any time in any internal part of The Shed.

INSIDE THE SHED IS A “SMOKE FREE ZONE”

1.5 Hygiene Policy

The basis of the AMSA Men’s Shed Policy on Health & Hygiene is a document titled “National Male Health Policy” published by the Australian Government – Department of Health & Ageing in 2010.

From research, a fundamental benefit of the Men’s Shed concept is that time spent in the company of other men provides a positive health outcome. Sheds provide a place for men to meet and share in a variety of activities with other men. An activity can be as simple as a friendly chat with other men through to operating machines connected to shed activities.

Membership is open to anyone who wishes to join – there is a minimal joining fee so that everyone can become fully participating members regardless of their age or background. Members are required to respect other members including those who supervise activities in order that the shed operates safely.

Members will be asked to provide some personal information when they join. This is to ensure that member’s specific health risks are known. This information might prove useful in the event of an emergency. It should be noted that this and other information filed may be used for statistical analysis. When used for analysis, names are not provided so that each member’s privacy is protected.

AMSA requires that all sheds provide sufficient equipment / material to ensure that acceptable hygiene standards are maintained.

Members need to be aware of risks associated with skin / eye / mouth/ etc., when in contact with chemicals, solvents, paints and other materials used by their shed. Members must wear appropriate protection advised by the manufacturer when handling such materials. If in doubt, ask the Shed Coordinator or project leader to provide safety information before using materials. The information should be available either on the product itself or, in a Material Safety Data Sheet (MSDS).

All machines are to be fitted with guards to prevent injury to operators and people in the vicinity. Operators are to wear Personal Protection Equipment (PPE) as established by the Shed Committee or authorised person. Operators are also required to check the condition of tools and equipment prior to use and to comply with safety standards and signage.

1.6 Working with Children

As with our Intergeneration Program

CONTEXT:

Many of the Men's Sheds provide a valued service of Mentoring children at school. Working with vulnerable people in our community is a fulfilling activity which requires discipline, care and attention to ensure the health and safety of all involved.

Against the very positive contribution of this service we recognise there exists a dark side in the general community– in response, Child Protection Legislation, Commissions and Ombudsmen have made their presence felt and now the freedom to work with Children is heavily regulated. This regulation affects Men's Sheds too. A "Google" of Child Protection legislation will produce a lot of useful information and guidance for interested members.

The legal position concerning working with children may differ in its detail for each State or Territory. However, the AMSA 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 for AMSA affiliated Shed(s);

- Under no circumstances is a Shed Member to be alone with a child either; 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 Shed member.
- Only qualified members of Men's Sheds 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 Shed 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 Shed mentor prior to undertaking a mentoring session and wherever possible, a representative i.e. parent, guardian, school teacher should also be present.
- Prior to undertaking any Mentoring program, a full risk assessment need to be undertaken to understand what situations can arise, to be aware of the legal requirements and how the mentoring risks will be managed.

Who Cannot Mentor Children or Disabled People: (check state variances)

The Child Protection Commissioner (NSW) require that any person who

- has a current AVO applying to them
- any person who is a registered sex offender
- any person with a criminal record
- any person with a drug abuse problem

is not permitted to take part in mentoring programs.

Who can be a “Qualified Shed Mentor”

Prior to becoming a Qualified mentor, legislation requires that screening checks need to be carried out with Police and Govt. authorised screening agencies to verify the proposed people can operate as mentors.

NOTE:

AMSA recommends that Sheds should familiarise themselves with their local state requirements by perhaps talking to the local authorities and/or have them visit you.

Some further thoughts from AMSA round table discussions that may be useful are:

- activities/work with kids always be done in a 'public' shed space
- members be advised that it is inappropriate to have any 'outside the shed' meetings with any child attending the shed (except if there is an existing relationship e.g a member is the child's grandfather.
- members should take care not to get into any 'compromising' situations that may be misinterpreted
- liaise with the school/TAFE about the proposed mentoring before taking on kids
- ensure that the child's parents/guardian is aware the child is coming to the shed and they are happy with that situation
- encourage members to report to the shed coordinator any suspicious activity

1.7 Working with People with a Disability

Introduction:

One of the characteristics of Men's Sheds is that many of our members have some kind of disability and we are used to handling such circumstances – where we reasonably can, we adapt. In the shed environment many members have age related disabilities such as; glasses, hearing aids, walking aids and so on and some members have more complex disabilities that are more difficult to manage.

Disabilities, permanent or temporary can arise in so many ways as to make it impossible to develop a policy and set of all-encompassing procedures, indeed the Commonwealth and other legislation is a bit vague in some parts because of the complexities in covering all possibilities. If the legislation were to be very broadly summarised it is about treating people fairly and equitably whether or not they have a disability.

It is AMSA Policy that members have a chance to participate in activities provided it can be done safely and without unduly expensive adaptations that could impact on a shed's viability.

Context for this Manual

Members with a disability are encouraged to let their Shed 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 Health & Safety perspective, it is important that the Induction Risk Assessment that awards a “work capacity” Tag 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 Shed member in charge of operations about any significant changes in risk. In such circumstances a revised Work Risk Assessment needs to be undertaken and if necessary a new Tag awarded.

While Health & Safety legislation is non – compromising in many ways, the spirit of Men’s Sheds is to examine if there is a way to safely adjust a workplace to suit a disability provided it can be done at a reasonable price and a reasonable timeframe.

If the adjustment is unreasonable from a cost or timeframe perspective to those concerned, then AMSA suggests the proposed adjustments should not proceed and other options considered.

Note: AMSA requires that Auspiced Sheds guidelines must be compliant with relevant legislation. BP Men's Shed must work within the WHS Policy of Breakfast Point.

1.8 Reporting of Disabilities/Impairments

- It is essential that all members report to the committee any disability or impairment. – whether permanent or temporary

1.9 Grievance Policy

Breakfast Point Shed has a Grievance Policy in place. This policy defines Shed related grievances and describes how they are to be handled.

This policy advises on; the responsibilities of members, how to raise a grievance, the expected outcomes of the process and documentation.

Rationale

The Shed wishes to maintain a harmonious environment which is free from intimidation and harassment and which affords equality of opportunity.

We want members to express concern about Shed related issues and to raise concerns with other members on an informal basis in the first instance, and with the Shed Coordinator or other Committee Member, and if not resolved to seek recourse to more formal grievance and dispute procedures.

The Shed is committed to fair grievance handling. The grievance handling process will be

Conducted in a way that ensures procedural fairness is upheld, confidentiality is maintained, and that steps are taken to eliminate victimisation.

What is Grievance?

A Shed related grievance is any type of problem, concern or complaint where a member believes that he/she has received unreasonable treatment from the Shed, or another member and wishes to bring the grievance to the attention of the Shed Committee or authorised person and requires an action or response.

Principles

Confidentiality:

Only the people directly involved in making or investigating a matter will have access to information about the matter

Impartiality:

All parties involved will have the opportunity to provide details regarding the matter.

No assumptions will be made and no action will be taken until all relevant information has been collected and assessed. Complainants using this process are protected from any detrimental action, including victimisation.

Timeliness:

All matters will be dealt with in a timely manner. All relevant parties will be kept informed of developments. An informal meeting shall be held between the member/s and the manager to discuss the grievance or dispute and the remedy sought. If the grievance cannot be resolved informally, the matter will progress to the formal stage and be resolved in a timely manner

Fairness:

To provide procedures by which aggrieved persons may receive prompt, fair and consistent consideration of complaints.

1.10 Organisation

1.10.1. Administration

The BP Men's Shed (The Shed) is to keep appropriate records in a secure place in the shed.

1.10.2. Executive Committee

The Executive Committee (EC) of the Shed will consist of

a. Office Bearers to be appointed at an AGM in accordance with the Shed Constitution:

- Chairman
- Secretary
- Treasurer
- Public Officer

b. Ordinary committee members, to be appointed by the Executive Committee of the day:

- Information and Security Officer
- Health and Safety Officer
- Workshop Committee representative(s)
- Social Committee representative(s)

1.10.3. Life Membership

A Life Member, as defined in the Shed constitution as an ordinary member who has been recognised by the Shed for services above and beyond the call of duty, and carries the privilege of membership which never requires renewal and stands in perpetuity. All other privileges, responsibilities and obligations are the same as an ordinary member.

To become a Life Member:

- Requires nomination by another Shed member and Shed approval, as prescribed in the Shed constitution.
- Requires the nomination to include criteria demonstrating extraordinary service to the Shed beyond that expected from an ordinary member or a committee member; that is beyond a job well done.
- Does not require that the nominated Life Member would otherwise continue to be an ordinary member on an ongoing basis – for instance because of illness.

1.11 Communications

Shed communications will be a responsibility of numerous members of the committee:

- Internal Communications:
 - a newsletter will be distributed each month, covering in the main, social items and activities of the Shed (the member of the Social Committee so designated)
 - minutes of EC Monthly Meetings, General Meetings and Annual General Meetings (Secretary)
- External Communications – as required, but usually correspondence to external parties (Secretary)
- Financial reports (Treasurer)
- At appropriate times articles will be provided for inclusion in the Breakfast Pointer and other relevant publications (any EC Member).
- The website will be kept up to date (Information and Security Officer)
- Ensure current member information is placed on Shed Notice Board (Public Officer and Information and Security Officer)
- Articles provided for inclusion in relevant AMSA publications (Secretary).

1.12 Finance

The Shed acknowledges the importance of ensuring that financial processes and internal controls are in place and followed to ensure appropriate management of finance to minimise risk. The Executive Committee will ensure that:

- Processes, controls and reporting will be well documented, transparent, and accurate
- Mechanisms will be in place to inform officers who may act on behalf of the Shed
- Formal authority is given to those who financially commit the Shed and/or incur liabilities for the Shed
- The Shed is subject to internal audit
- Expenditure committed and incurred by persons of authority must be within the limits of their delegation and within budget limits.

1.12.1 Budgeting Policy and Procedures

The Executive Committee is responsible for overseeing expenditure of the organisation and for ensuring that the Shed operates within a responsible, sustainable financial framework.

A realistic budget ensures the Shed maintains adequate financial resources, through incoming fees and other funding, to support ongoing activities, improvement of Shed resources, and the financial capability to undergo the development and implementation of **projects**.

It is the responsibility of the Treasurer to prepare all budgets and review in consultation with the Executive Committee.

In line with this responsibility, The Executive Committee will conduct a budget planning process each year as part of its annual business planning.

1.12.2 Procedure for Preparation of the Budget:

1. In **May** of each year, the Treasurer starts preparing the budget estimates as part of the Business Plan for the financial year. The process includes considering operational costs and estimating income.
2. The initial budget estimates are based on the current expenditure to end of year plus a percentage increase on operating expenses, for example **internet access**, etc.
3. The percentage increase will normally approximate CPI, but occasionally may be less or more where alternate information is known.
4. Details of how cost increases will be absorbed or lead to increases in service charges (e.g. membership fees) will be provided.
5. The Treasurer will present the draft budget for discussion at an Executive Committee (EC) meeting.
6. The Executive Committee may accept the estimates as presented or may request variations, within the context of the Business Plan. A detailed report outlining reasons for decisions should be attached to the draft budget for discussion.
7. The Treasurer will then revise the draft and present the amended draft budget at the next available Executive Committee meeting, usually in **June but no later than the first EC meeting in July**.
8. Once adopted by the Executive Committee, this becomes the official operating budget for the following financial year, and all Executive Committee members and members must work within the financial limits stated or implied by this document.

1.12.3 Monitoring and Reviewing the Budget:

1. The Treasurer is responsible for monitoring expenditure, reviewing the actual and budgeted expenditures, and reporting on the progress of such expenditure.
2. Financial reports will be prepared each month showing the year-to-date expenditure and its variation from the budget estimates, and indicating any increases or decreases in funding.
3. A detailed commentary should be attached to Executive Committee reports detailing reasons for variations and recommendations for corrective action, should that be required.
4. The Treasurer will indicate what effect any variations will have on the budget and provide this information to the Executive Committee in the form of an Amended Budget.
5. The Treasurer will also report on any other financial matters that may be related to the Shed's operation and future.
6. Once adopted by the Executive Committee, the Amended Budget will become the new operating budget for the remainder of that financial year.

1.12.4 Delegation of Authority

The following expenditure authorisations have been delegated by General Meeting of the Shed, as minuted:

- Expenditure of up to \$100 can be authorised by the Treasurer, (normally paid for using the Petty Cash float), and is to be ratified at the next Executive Committee or General meeting.
- Expenditure of \$100 up to \$2000 must be authorised by two Office Bearers or their approved stand-ins where these officers are unavailable for a significant period of time, and is to be ratified at the next Executive Committee meeting or General meeting.
- Expenditure of \$2000 and above must be authorised at a General Meeting of the Shed.

In all cases of expenditure it is expected that:

- Each transaction is well documented and all source documents are on hand with every transaction.
- All expenditure is approved on the basis of availability of funding within the respective budget allocations.

1.12.5 Authority to Write Cheques and Authorise Electronic Payments

The following rules apply and must be followed when making payments on behalf of The Shed:

1. All payments must be authorised by two eligible signatories.
2. Eligible signatories are Executive Committee members who have been previously nominated and endorsed with specific delegation authority by the Committee – currently Chairman, Secretary and Treasurer.
3. Any two of the above have the authority to sign cheques or authorise electronic payments.
4. Signatories cannot sign a cheque, or authorise an electronic payment, made payable to themselves.
5. A list of all payments made each month must be provided by the Treasurer at each General meeting.

1.12.6 Petty Cash Policy and Procedures

Goods of minor value up to \$100, including workshop materials, groceries, small urgent items and other special one-off items may be purchased using Petty Cash, where it is impractical or uneconomical to use other purchasing procedures.

The Petty Cash float is held and administered by the Treasurer.

To ensure responsible expenditure and adherence to expenditure limits for day to day items and avoid fraudulent practice, the following procedures will apply:

- The value of the petty cash float is established as a cash advance in accounts.
- The petty cash float is a means of meeting minor or emergency expenses on a day-to-day basis.
- Project expenses should be dealt with through committee on approval and materials purchased through this process.
- Each expense is still subject to the Delegations of Authority detailed above.
- Spreading the cost of an item exceeding \$99.99 (including GST) over more than one invoice, docket or petty cash claim is not permitted.
- A receipt must be obtained for all purchases.
- Petty Cash vouchers must be signed by the claimant. Receipts must be attached to all Petty Cash vouchers. An appropriate explanation must be provided where receipts are not available.
- When the cash on hand in the float reaches approximately \$50, arrangements must be made to replenish the float to its agreed maximum value.
- The Petty Cash float has been established by the Executive Committee at \$200.
- At all times the value of the petty cash float must equal the cash on hand plus the total of invoices and vouchers not yet recouped.
- The petty cash float is to be held by the Treasurer, or the Treasurer's delegate, at all times.

- The Petty Cash Replenishment Form - Attachment 9 – must be used to record all information necessary to support the withdrawal of funds from the bank account to replenish the Petty Cash Float.

1.12.7 Reimbursement of Expenses

Beyond the Petty Cash process, expenditure must be authorised within the Delegations of Authority mentioned above, which must be obtained before expenditure has been made.

This applies whether expenditure is made through an established credit account with a supplier, or whether a member requires reimbursement for spending made on behalf of the Shed.

Procedure

1. Members must submit written requests for expenditure to the designated authority (using the Expense Request form (Attachment 10) if preferred), describing the nature and purpose of the expense. The completed submission must be signed by the applicant.
2. This form must be used whether spending will occur using a suppliers credit account or using the member's own funds for subsequent reimbursement
3. 'The Shed' will reimburse its members any reasonable and authorised expenses incurred by them on behalf of 'The Shed', or in the course of 'The Shed' business.
4. 'The Shed' will NOT reimburse members for:
 - Unauthorised purchases
 - Expenses that are not incurred for Shed purposes
 - Parking, traffic, or other fines and penalties.
5. It is not expected that member's will be compensated for travel costs, however under exceptional circumstances it may be deemed appropriate. However,
 - Members should first discuss potential travel costs with at least one member of the Executive Committee to ensure that other alternatives have been considered.
 - Members will only be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
 - Members will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
6. Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant.

1.12.8 Fraud Risk Management

The Executive Committee has ultimate responsibility for the prevention and detection of fraud and is responsible for ensuring that appropriate and effective internal control systems are in place.

All members share in the responsibility for the prevention and detection of fraud in their areas of responsibility, and have a responsibility to report suspected fraud to the Executive Committee.

In situations where an Executive Committee member is suspected of involvement in the fraudulent activity, the matter should be notified to the next highest level.

Any fraud by any member will constitute grounds for membership cancellation.

Each Shed member should be aware, with regard to fraud, that:

- They have a responsibility to expose fraudulent activities when identified
- They need to provide support to other members who suspect that a fraudulent activity is occurring.
- The Shed assures that suspected fraudulent activity reported, will be fully investigated.
- Individuals making the complaint will be protected.

- Natural justice will be accorded to those individuals being the subject of any such complaint.
- Where a case of fraud has been established the matter will be referred to the police. Any action taken by police will be pursued independently of any investigation by the **Shed**.

1.12.9 Asset Management

An audit of assets is to be undertaken on an annual basis, using the following procedure:

1. Define and agree what assets will be included – as per Asset Register (Attachment 11).
2. Ensure Asset Register is up to date
3. One month prior to commencement, Executive Committee agrees the audit timeframe.
4. A team of two (one counting & one recording) will be selected to undertake the audit.
5. The team will draw any concerns to the Executive Committee for review and resolution, and present all findings of the audit to the next general meeting of the Shed.

Assets and equipment are not to be taken out of the shed without the permission of the workshop manager.

2. Overview Workplace Health & Safety Manual

2.1 Introduction

Welcome to the Breakfast Point Men's Shed. We hope you will find your time here rewarding and enjoyable.

You may have joined the shed as a venue to meet other people, simply to chat and enjoy each other's company or you may be interested in taking part in one or more activities which are being undertaken. You may also wish to bring projects along yourself.

Whatever the activity, the health and safety of all of the people who participate in activities in the shed is the most important responsibility that we all share.

2.2 Member Induction

Once members are notified that their application for membership has been completed arrangements will be made for their initial familiarisation and induction.

Familiarization will be carried out by a Shed Co-ordinator or someone designated by them. This will involve:

- Tour of the Shed noting Entrances and Exits
- Shed Notices and Daily Attendance Sheet - See Attachment 2
- Safety Briefing
- Policies Manual
- Workplace Health & safety Manual
- Full Induction explained including member ratings

2.2.1 Full Induction Process

The Shed Co-ordinator will explain the various aspects of the Shed operation using an Induction Checklist - Attachment 6.

Members will be asked to undertake an Assessment of Capabilities - refer back page of Induction Checklist. - Attachment 6.

After the Induction members are to be provided with instructions to operate individual pieces of equipment. This training and assessment will be marked on the members Record of Safety Instruction Sheet - Attachment 17.

See over page.

2.2.2 Induction Checklist

Member's Name: _____

Induction Date : _____

Assessor : _____

I understand the information listed below and I agree to comply with the:

- Breakfast Point Men's Shed Operations Manual
- AMSA (Australian Men's Shed Association) Guidelines

Signed : _____

1. Policies and Organisation

Policies

Safety Policy, Risk Management Policy, Code of Conduct Drug and Alcohol Policy, Hygiene Policy, Working with Children, Working with People with a Disability, Reporting of Disabilities/Impairments, Grievance Policy

Organisation

Administration, Committee, Communication, Asset Management

2. Overview Workplace Health & Safety Manual

Introduction, Member Induction, Full Induction Process, Induction Checklist, Assessment of a member's capacity: Risk Rating For Shed Machinery, Shed Membership Rating, Record of Safety Instruction Sheet, Work Clothes, Hygiene, Use of Protective Clothing and Equipment, Machinery Operation, Machinery Maintenance, Electrical Safety, Emergencies, General, Specific safety requirements for Breakfast Point Men's Shed

3. Shed Operations

Activities, Assets / equipment, Control of jobs, size, timing, Housekeeping, Maintenance, Rules, Security, Shed Operations, Shed open times, Minimum number of people in the shed, Attendance Book, First Aid, Emergency procedures, Evacuation Plan

Safety

Safety of Visitors, Emergency Procedures, Safe Use of Chemicals, Electrical Safety / Tagging, Installations, Portable Electrical Equipment, Defective Equipment, Extension Leads, Flexible Cords and Cables, Safe Use of Ladders, Incident & Near Miss – Recording and Reporting, Risk Management

2.2.4 Risk Rating For Shed Machinery

A second aspect of a person's capacity to work safely concerns the machinery used in the various activities. The following rating scale provides a guide about the risks of machines and equipment and while not covering all items in sheds, additional items of equipment can be added by a shed to complete the intent of this rating scale.

Note: It may be that equipment within a shed may be old or restricted in function, in which case the risk rating below may need to be adjusted, please adapt the following to suit your own assessment.

Please do not overlook the fact that - IF THE TOOL OR MACHINE IS UNSAFE FOR A BUSINESS, IT IS ALSO UNSAFE FOR A SHED.

Level 1:

These items are considered to be low risk with little or no training needed.

- Hand tools such as; spanners, hammers, files, vices, manual timber cutting saws, gardening equipment, kitchen equipment including knives.
- Paints and varnishes, general cleaning substances, gardening and kitchen products.

Level 2:

These items are considered a medium risk by a person who is familiar with their use and/or has received instruction and requires only minor supervision. It is likely that Personal Protective Equipment (PPE) is needed and must be used. Also, safety guards must be in place prior to use. Machine tools will normally have an instruction list attached.

- Metal and Woodworking lathe, pedestal drill press, band saw, circular saw bench, jointer, planer/thicknesser, scroll saw, belt sander & disc grinder, electric hand tools, rivet guns.
- Chemicals that contain mild acids or corrosives.

Level 3:

These items may require a licence / permit to operate and need to be sighted by the Coordinator prior to use in the shed, this level also applies to contactors who may be working at the shed. At a minimum, moderate supervision is required.

Fork Lift, Heavy Vehicles, Crane, construction work, plumbing, electrical work, use of welding equipment, oxy-cutting equipment, digging trenches, working in confined spaces.

Dangerous chemicals should be avoided, however small amounts of fuel may be handled. **No explosives are to handled / stored in sheds.**

2.2.5 Shed Membership Rating

The main purpose of the Shed Membership ratings are for Security i.e. the rating shows a person is authorised to be in the Shed, the rating can also be used to indicate the approved rating to undertake work. The rating is a subjective indication based on two scores for each person i.e. the skills capacity and the complexity of equipment needed.

In most cases, a job will require a mix of skills. It may be that a single person can accomplish the job, or he may need some help.

A tag can be seen as the safe work indicator for each member. This may seem like overkill for a small shed but its value will be best served in the larger sheds with a large membership where people may not be familiar with who can do what.

GREEN 1/ 2:

This tag indicates that a person is clear to operate all but the most dangerous equipment / chemicals without much supervision. For a member holding this tag, he must still ask permission of the member in charge of operations to use a level 3 piece of equipment or handle such materials. Where relevant, the member must show a current permit / licence to operate specific equipment where it's required.

Blue 1 or; Blue 2

Members may have a Blue 1 or a Blue 2 Tag. No blue tagged members will be permitted to operate level 3 equipment – these items are to be operated only by Green approved members.

Red

Members with a Red tag are authorised to work with Level 1 equipment and material only with an appropriate level of supervision.

NOTE:

The above guides need to be used with sound judgement about each case. If doubt exists about a member's abilities then a separate opinion should be sought prior to making a final decision. Help may come from a source such as a carer or a doctor.

2.2.6. Record of Safety Instruction Sheet

See Appendix

2.3 Work Clothes

You are expected to come to the shed dressed in suitable clothing that does not pose a safety risk. This includes:

- Suitable enclosed footwear- thongs or open sandals are not appropriate
- Overalls or long leg washable trousers or sensible work shorts
- Comfortable shirt (tucked in). Long sleeves should either be buttoned at the wrist or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials
- Cap or other means to contain long hair such that it will not be caught in moving machinery, especially bench drill

2.4 Hygiene

Good personal hygiene will help reduce the risk of illness due to infections or contamination with hazardous substances that you may be exposed to.

- ENSURE YOU WASH YOUR HANDS BEFORE EATING AND DRINKING
- YOU SHOULD KEEP UP TO DATE WITH TETANUS SHOTS

2.5 Use of Protective Clothing and Equipment

PPE Personal Protective Equipment

Protective equipment is provided for your use. These should be used as instructed and kept clean and in good order. You must let the coordinators know if protective equipment is damaged or is not available or if you are having difficulty in using the equipment provided.

Examples of protective equipment to be used include:

- Ear muffs or plugs where noise is a problem. Especially with power saws, router, thicknesser.
- Eye protection when grinding etc.
- Dust mask when working with saws, grinders etc.
- Goggles and special welding protective clothing in the workshop
- Good general work gloves should be worn when handling sharp metal, splintery timber, etc.
- Hairnets or caps to prevent hair tangling in machinery
- Protective clothing relevant to the job being done in the shed

2.6 Machinery Operation

DO NOT OPERATE MACHINE TOOLS UNTIL YOU ARE APPROVED TO DO SO

- Do not operate machinery unless guards and/or safety devices are in place
- If you are not familiar or confident with a piece of equipment, read the operating instructions and seek help before using
- Should any equipment or machinery become jammed or cease to function, the operator should NOT under ANY circumstances attempt to clear an obstruction or in any way attempt to fix a problem without first turning the machine off and rendering it safe.
- Seek assistance and report the problems to the Shed Coordinator or committee member
- See the Shed Coordinator or committee member for keys to locked guards and covers
- All lifting equipment should be lowered to the ground when not in use
- PPE gear supplied must be used as appropriate to suit activity being carried out
- Member's children or visitors are not to use any equipment unless authorised to do so by the Shed Coordinator or committee member and under constant supervision by a competent adult.
- Periodically, all machinery and equipment will be checked and faults if any reported to Management by way of Maintenance Sheets
- Any person, member or visitor deemed to be under the influence of drugs and alcohol will be asked to leave the premises without delay

NOTE

Due to the inherent risks imposed by use of machinery and /or chemicals, no activity involving their use will be sanctioned at the shed unless a minimum of two (2) people are present during their use. Before starting any machine, your daily check list must include a check of safety features. These include checking condition and guards, including security and condition of blades.

DO NOT leave any machine running while you move away to perform another task

STOP the machine before walking away.

2.7 Machinery Maintenance

- You should report to the supervisor all malfunctions or conditions likely to affect the safety of the operation which cannot be repaired before operation. This includes guards that are damaged or where there are exposed moving parts of machines causing safety hazards.
- Whenever you remove a guard to undertake machinery maintenance or to clear a blockage you must turn off machinery at the power outlet first. Replace the guard at completion of repairs or before restarting the machine.

2.8 Electrical Safety

Never make assumptions about electricity. Check connections, leads, switches yourself. Extension leads will be checked and tagged regularly. Ensure this is so before you use one. Track leads so that they are not a trip hazard or foul another workplace.

If you are unsure about a machine, lead or portable tool seek advice from the Shed Coordinator.

2.9 Emergencies

BEING READY FOR EMERGENCIES

- Always let someone know your planned location if leaving the workshop to work away
- Inform the supervisor if you are on any medication or you have an illness that may affect your work.
- **A FIRST AID KIT IS PROVIDED.**
- Emergency telephone numbers are located adjacent to the First Aid Kit

2.10 General

The law of this state requires that management provide a safe working environment and safe work systems.

In order to help us meet these obligations you are expected to advise management of any safety hazards or problems that you come across.

- the same law requires that you must take care to ensure the health and safety of others who are on the premises including other workers, family or visitors
- you are also required to co-operate with our health and safety program and comply with the requirements to protect your own safety and the safety of others
- The law requires that the safety of visitors and contractors who enter the shed must have priority over all other consideration.

2.11 Specific safety requirements for BP Men's Shed

- Members are to enter and exit the building – only through the eastern door.
- We must be aware of, and take precautions with, the constant hazard presented by traffic on the north and south sides of the building.
- Asbestos – The building has been assessed as having low level risk asbestos in the ceilings and soffits. No one is to interfere with the ceilings and soffits in any way.

3. Shed Operations

3.1 Activities

- Construction of small woodwork projects commensurate with the size of the workshop
- Social interaction
- Community projects
- Activities ARE NOT to be for financial gain – unless for community fund raising and are

approved by the committee

3.2 Assets / equipment

- All assets and equipment are to be listed on the Assets Register as soon as they are acquired.
Assets Register Appendix

3.3 Control of jobs, size, timing

- The Workshop Co-coordinator is the arbiter of member's projects. The guiding principle of acceptance will be a balance of size storage and the number of other members working at the same time. It may be a simple matter of timing, attendance, completion etc.
- Members may be required to store their projects and materials at their own home.

3.4 Housekeeping

It is expected that members clean up after themselves at the end of this session.
There is a roster for regular cleaning duties

3.5 Maintenance

Include the buildings tools and machinery where appropriate a roster will be drawn up to complete these duties

3.6 Rules

What happens in the shed stays in the shed

3.7 Security

- The building is a have a security alarm operating when the shed is closed
- All power tools are to be locked in the storage cabinet when not in use
- When leaving – ensure all windows and doors are locked.
- All assets and equipment are to be listed on the Assets Register as soon as they are acquired.
Assets Register Appendix
- The Workshop Co-coordinator is the arbiter of member's projects. The guiding principle of acceptance will be a balance of size storage and the number of other members working at the same time. It may be a simple matter of timing, attendance, completion etc.
- Members may be required to store their projects and materials at their own home.
It is expected that members clean up after themselves at the end of this session.
There is a roster for regular cleaning duties
Include the buildings tools and machinery where appropriate a roster will be drawn up to complete these duties
What happens in the shed stays in the shed
- The building is a have a security alarm operating when the shed is closed
- All power tools are to be locked in the storage cabinet when not in use
- Members will be given a code for the digital entry lock - so you don't need a key - this code is not to be given to anyone else.

3.8 Shed Procedures and Practices

3.8.1 Shed open times

- The shed is available for use every day.

3.8.2 Minimum number of people in the shed

- To operate machinery in the workshop – there must be at least two members present.

3.8.3 Attendance Book

- Each time you visit the shed, you are to record this in the attendance book located near the front entrance.

3.8.4 Shed Bookings

The Shed is small and use of it requires careful scheduling. Without wishing to deter members from visiting the Shed without notice, use of the Shed and its tools for project work, and reservations for social and administrative activities, can be booked as follows:

- Ongoing regular projects or activities are to be recorded on the whiteboard in the Shed kitchen.
- One off projects or activities, covering one or more sessions, should be recorded in the Shed Diary.

Projects or any other Shed visits, booked using these mechanisms, would take priority over unscheduled sessions.

3.8.5 First Aid

- In the event of an injury, the injured person might be in need of First Aid.
- If no-one with appropriate training is available, then an Emergency Contact or in their absence, a Medical Practitioner should be contacted by phone for assistance with treating an injury.
- The injured member's file needs to be examined because it may contain important information regarding disabilities and medication that could be critical.
- All injuries, regardless how slight, need to be recorded in the First Aid Register to be kept by the shed. This information will help identify trends at the Shed so that problems can be fixed. It is also a legal requirement.
- The First Aid kit is located in the kitchen area – three members are to be trained in First Aid

3.8.6 Emergency procedures

- See 2.9

3.8.7 Evacuation Plan

- If evacuation is necessary, members are to calmly move through the exit, and assemble near

the Activity Centre.

3.8.8 Safety

3.8.8.1 Safety of Visitors

Australian WH&S legislation sets out that when visitors come to a workplace, the people at the workplace have a duty of care to ensure they are safe. The visitors have a corresponding responsibility to follow the safety policy and procedures and to take care not to endanger other people.

In practical terms, AMSA and our Insurers require that all visitors to Men's Sheds be advised about any known dangers / risks they could encounter in the Shed. For example, it may not be necessary to give an extensive induction if the purpose of the visit is just to drop off some tools.

On the other hand, if the visitor is a contractor, then he / she needs a more extensive briefing and particularly the briefing needs to advise all known risks that apply to the work area and the task.

Breakfast Point Shed requires visitors who enter the premises be given a visitors badge that simply says VISITOR. Visitors are to be accompanied by a shed member at all times when on the Shed premises.

NOTE: the normal safety practices that apply to members, also apply to visitors.

3.8.8.2 Emergency Procedures

Information in case of emergencies:-

POLICE: **000**

Local Police Station: Burwood **Phone** **9745 8499**

FIRE: **000**

Local Fire Station: North Strathfield **Phone** **9763 1648**
AMBULANCE **000**

Other Emergencies –

Closest Doctor:
Medplaza 15 Tennyson Rd Mortlake **Phone** **8765 0777**

Closest Hospital:
Concord Hospital, Hospital Rd **Phone** **9767 5000**

DAILY NOTICE

Shed Co-coordinator On Duty Name Phone

Safety / First Aid Officer (if different) Name.....

3.8.8.3 Safe Use of Chemicals

Chemicals that are stored at the Shed need to be done in accordance with the supplier’s instructions which are set out in a Material Safety Data Sheet (MSDS).

An MSDS needs to be on-site for each chemical and members that use it are to be aware of the MSDS and are required to read it prior to usage.

Of particular importance is the safe use of the chemical, its storage and disposal of waste. All members that use the chemical need to follow the applicable instructions.

All chemicals where possible, need to have the packaging / labelling prominently displayed on the container to ensure that the chance of confusion about the contents is minimised.

If a member has any doubts about a chemical, how to use it safely, store it or dispose of it, he needs to access the MSDS file to find the answer – if necessary, he should also ask another member if still unsure.

Sheds should obtain and file an MSDS for all chemicals and dangerous goods that stored in /used by the Shed.

For more details about chemicals and their properties and dangers, you could “Google” the following Australian Government website:

Please Google..... Chemical Information Gateway.Mht

3.8.8.4 Electrical Safety / Tagging

Ensure that all personnel are aware of the general guide for electricity safety.

3.8.8.4.1 Installations

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

3.8.8.4.2 Portable Electrical Equipment

All portable electrical power tools used on Site shall be protected at all times by an approved earth leakage protection device, i.e. GPO's will be on an earth leakage circuit.

Shed Co-ordinators must 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 shall not be touched prior to it being safely isolated. The equipment shall then be dried, tested and inspected before re-use. Under no condition shall anyone but a qualified electrician make repairs or modifications to any electrical equipment.

3.8.8.4.3 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'.

This also applies to private equipment brought into the shed, which must be first approved by the Shed Coordinator.

3.8.8.4.4 Extension Leads, Flexible Cords and Cables

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

3.8.8.5 Safe Use of Ladders

The following precautions are to be implemented:

Setting Up

- Before use inspect the ladder for damage including ropes, pulleys and locking gear and DO NOT use if damaged
- Always place a ladder at a slope of 4 to 1 (75 degrees to the horizontal) and fix securely at top and bottom to prevent displacement/movement
- If used to access a work space or platform, the top of the ladder must extend one (1) metre above the platform or into the space
- Ladders MUST NOT be placed at a doorway unless the door is locked or guarded
- Ladders MUST NOT be placed against windows, electrical conductors or bus bars
- Ladders MUST NOT be set up on scaffolding or elevated work platforms to gain extra height

Climbing

- Use both hands to ascend or descend
- Only one person is allowed on a ladder or steps at any one time
- DO NOT climb higher than the third rung from the top
- A second person needs to be on hand to steady the ladder or steps. It is recommended this person also wear a hard hat for protection against falling objects
- all tools and materials which cannot be safely secured to the persons belt must be independently transferred or hoisted to the work location

Working On

- All work is to be performed whilst facing the ladder
- Over reaching is NOT PERMITTED
- The use of power tools on ladders is restricted to those tools which can be easily operated with one hand

3.8.8.6 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 recurrence. Refer Attachment 14.

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).

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.

3.8.8.7 Risk Management

EVERY MEMBER HAS A ROLL IN RISK MANAGEMENT

STEP 1 - Spot the Risk

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

A Risk is anything that has the potential to cause injury, illness or damage to your own or someone else's health."

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. Regular Safety Audits and Records will be maintained. See attachment 18.

Review manufacturers' information

Review the information available from designers or manufacturers, including material safety data sheets (MSDS) and product labels. A file of MSDS will be maintained.

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

STEP 2 - Assess the Risk

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

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

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?

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>

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.

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

Use the Risk Assessment Sheet - see Attachment

Attachments

EXPENSE REQUEST

Date ___/___/___ Payable to _____

Budgeted Non budgeted Tech/Safety

Expenses for _____ Office

_____ Kitchen

_____ Maintenance

_____ Signed _____ Equipment

Approved by _____ Committee member

Approved by _____ Committee member

Approved by _____ Committee member

Date of Minutes ___/___/___

AMOUNT

Date of Approval ___/___/___ Treasurer Processed _____

INCIDENT REPORT

Date _____ Member _____

SHED: Breakfast Point Men's Shed Inc.	AMSA # 100219	Report No.:	<div style="border: 1px solid black; height: 20px;"></div>
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:

File a copy

Follow Up

INDUCTION CHECKLIST

Member's Name: _____

Induction Date : _____

Assessor : _____

I understand the information listed below and I agree to comply with the:

Breakfast Point Men's Shed Operations Manual

AMSA (Australian Men's Shed Association) Guidelines

Signed : _____

1. Policies and Organisation

Policies

Safety Policy, Risk Management Policy, Code of Conduct Drug and Alcohol Policy, Hygiene Policy, Working with Children, Working with People with a Disability, Reporting of Disabilities/Impairments, Grievance Policy

Organisation

Administration, Committee, Communication, Asset Management

2. Overview Workplace Health & Safety Manual

Introduction, Member Induction, Full Induction Process, Induction Checklist, Assessment of a member's capacity: Risk Rating For Shed Machinery, Shed Membership Rating, Record of Safety Instruction Sheet, Work Clothes, Hygiene, Use of Protective Clothing and Equipment, Machinery Operation, Machinery Maintenance, Electrical Safety, Emergencies, General, Specific safety requirements for Breakfast Point Men's Shed

3. Shed Operations

Activities, Assets / equipment, Control of jobs, size, timing, Housekeeping, Maintenance, Rules, Security, Shed Operations, Shed open times, Minimum number of people in the shed, Attendance Book, First Aid, Emergency procedures, Evacuation Plan

Safety

Safety of Visitors, Emergency Procedures, Safe Use of Chemicals, Electrical Safety / Tagging, Installations, Portable Electrical Equipment, Defective Equipment, Extension Leads, Flexible Cords and Cables, Safe Use of Ladders, Incident & Near Miss – Recording and Reporting, Risk Management

ASSESSMENT OF A MEMBER'S JOB CAPACITY:

Members Name _____

Assessed knowledge level;

- 5 Green Is competent to operate all the plant & equipment for a job
- 3 Blue Requires supervision to work high risk equipment for a job.
- 1 Red Restricted to manual tasks only.

Assessed Physical Ability. (Note if an assessor is in doubt, a member will need to produce a Doctors clearance before any jobs can be undertaken).

- 5 Green Can safely and easily lift and walk with three house bricks
- 3 Blue Can safely and easily lift and walk with two house bricks
- 1 Red Cannot achieve Blue Level.

Assessed Mobility (Note if an assessor is in doubt, a member will need to produce a Doctors clearance before any jobs can be undertaken).

- 5 Green No movement restrictions evident to work on a job.
- 3 Blue Some restrictions to mobility that may require job assistance
- 1 Red Significant restrictions and cannot achieve Blue Level.

Assessed Vision / Hearing ability. (Note if an assessor is in doubt, a member will need to produce a Doctors clearance before any jobs can be undertaken).

- 5 Green Vision and Hearing OK without assistance
- 3 Blue Needs glasses or hearing aid to work safely
- 1 Red Significant restrictions and cannot achieve Blue Level.

Work Capacity Score out of 20. _____

GREEN CARD (Requires at least 17 / 20)
 BLUE CARD (Requires at least a 3 (Blue) in each category)
 RED CARD (Could not achieve Blue Level).

ASSESSED BY: _____ **DATE.** _____

File Discussed with member Card Issued

NEW MEMBER DECLARATION

I have read the Workplace Health and Safety Instructions, Code of Conduct and all other information contained in the *Breakfast Point Shed Manual*.

I fully understand my responsibilities.

I agree to abide by the Health & Safety requirements and Code of Conduct.

I agree to do all that is required to ensure that the health and safety of all people in this shed, whether a member or visitor, is protected.

I agree to reimburse the Shed for any costs involved, should it be necessary to call for medical or ambulance services following any incident that I might be involved in.

<p>Signed (member) _____ Date _____</p> <p>Print: _____</p> <p>Witnessed _____ Date: _____</p> <p>Print: _____</p>
<p>OFFICE USE:</p> <p>Signed declaration filed Signed _____ Date _____</p>

PETTY CASH REIMBURSEMENT

PC Slip Ref	Date	For	Paid to	Amount
		Float		150.00
		Total Petty Cash Vouchers		
		Cash in PC Box	Balanced <input type="checkbox"/>	

Approved by _____ Committee member AMOUNT

Date of Approval _____ Treasurer Processed _____

Cash Refunded _____ Date _____ Signed _____

APPLICATION FOR MEMBERSHIP

(\$20 Joining Fee and \$60 per year for Membership)

I hereby apply for membership in the City of Canada Bay Men's Shed, Inc.

Name: First _____ Preferred Name _____

Surname _____ Male Female DOB: __/__/____

Address _____

Suburb _____ Postcode _____

Phone number _____ Mobile _____

Email Address (Please write clearly) _____

Spouse/Partner's Name _____ Member: Y N

Vocation/ Former Vocation _____

Emergency Contact Name _____ **Phone** _____

If admitted as a member, I agree to accept the concept of a Community Shed and to take an active role in both attendance and participation of this Club. I understand that the information provided in this application forms part of the requirements of membership.

I also agree to comply with safety and other requirements consistent with the Shed's policies and be bound by the Constitution. Insurance requirements may restrict membership to people less than 85 years.

I consent to my name, address, email and telephone number being included in a "Directory of Members" to be distributed ONLY to members of the Shed.

Privacy Statement: Information given above is kept private and confidential and many only be used related to the operation of the BP Men's Shed Inc. and shall not be used for any other purpose.

Signature: _____ Date: __/__/2012

Skills: _____

Proposed by: _____ Signature _____

Seconded by: _____ Signature _____

OFFICIAL USE Joining Fee _____ Paid

Date Received __/__/2012 Receipt # _____ Membership _____ Paid

Date Admitted __/__/2012 Membership Officer _____

Induction __/__/2012 Letter of welcome sent __/____/2012

EVALUATION OF EQUIPMENT

Description

Type/Model

Date _____ Pick up or Location

How we will use

Condition(Circle): New Near New Good Needs Work Use as spares

Donated

Purchased/Cost

details

Donated by/Supplier _____

_____ Thanks Letter

Evaluation _____

_____ Asset Number _____

Evaluated by _____ Approval Executive _____

Date _____ Approval Date _____

IF PURCHASED/COST

Proposed to Executive meeting _____

AMOUNT

Date of Approval _____ Paid/Cheque _____ Treasurer Processed _____

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:			

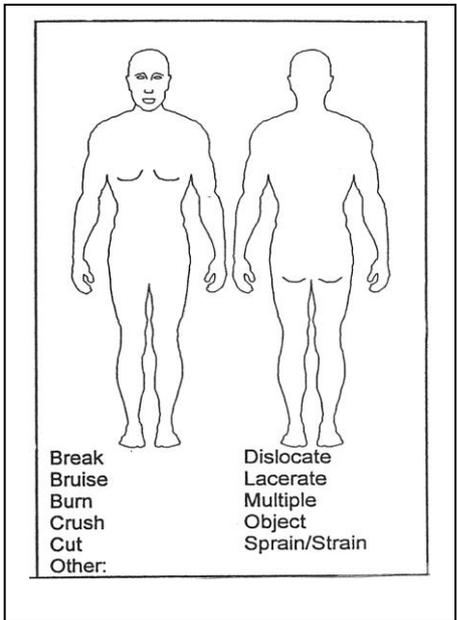
PART B – HOW DID IT HAPPEN?

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).

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:

MATERIAL SAFETY DATA SHEET EXAMPLE

DIGGERS AUSTRALIA PTY LTD
7 Marmalade way
Maddington WA 6109

Tel: 08 9452 5200
Fax: 08 9493 1214

MATERIAL SAFETY DATA SHEET

This MSDS supersedes MSDS revision dated 6 October, 2000

IDENTIFICATION

PRODUCT NAME:

**Mineral
Turpentine**

OTHER NAMES: Turpentine Substitute

UN Number:	1300
Class:	3
Subsidiary Risk:	n/a
Packaging Group:	III
EPG:	3A1
Hazchem Code:	3[Y]
Poison Schedule:	5

HAZARDOUS ACCORDING TO CRITERIA OF WORKSAFE AUSTRALIA

PRODUCT CODE: TUM

USE: For use as a solvent for paints, etc and for equipment clean up.

PHYSICAL AND CHEMICAL PROPERTIES

APPEARANCE: Colourless mobile liquid with a petroleum solvent odour

BOILING POINT: 145°C - 200°C

MELTING POINT: No data available

VAPOUR PRESSURE: <5mmHg

VAPOUR DENSITY: 4.35

SPECIFIC GRAVITY: 0.82

SOLUBILITY (WATER): Insoluble

FLASH POINT: 33°C

EXPLOSION LIMITS: LEL: 0.9% UEL: 5.5%

VOLATILES: 100

pH: Not pertinent

INGREDIENTS

Hydrocarbon liquid distilling under 300°C

64742-88-7

>98%

Benzene

71-43-2

<0.5%

HEALTH HAZARD INFORMATION

ACUTE

INGESTION

Irritating. May cause symptoms of stomach pain, nausea and vomiting. Ingestion of large doses may cause unconsciousness. If vomiting occurs after ingestion, small droplets of the liquid may enter the lungs (aspiration) with the risk of chemical pneumonia being induced.

EYE

Irritating.

SKIN

Mildly irritating. Contact with the product may defat and irritate the skin and contribute to dermatitis.

mineral turpentine.doc
Revised: 16 December, 2002

Page 1 of 3
Date Issued: 2 January, 2003

RECORD OF SAFETY INSTRUCTION

	<u>NAME</u>								
	Read Safety Rules			Machine Operation Explained			Assessed ok to Operate		
	Confirmed (Initials)	Date	Instructor (Initials)	Confirmed (Initials)	Date	Instructor (Initials)	Confirmed (Initials)	Date	Instructor (Initials)
General Safety Rules.									
Fire Equipment & Drill.									
Procedure at Accident.									
Paint/Solvent handling.									
Bench Circular Saw.									
Slide Compound Saw.									
Small Compound Saw									
Band Saw.									
Scroll Saw.									
Router Bench.									
Hand Router									
Biscuit Jointer									
Drill Press.									
Electric Hand Drill.									
Belt /Disc Sanding M/c.									
Hand Belt Sander.									
Hand Electric Sander.									
Lathe.									
Jointer/Planer									
Thicknesser									
Hand Electric Planer.									
Bench Grinders.									
Hand Electric Grinders.									

RISK ASSESSMENT SHEET

Workplace location:	
Name of person conducting assessment:	
Date:	

Spot the Risk		Assess the Risk	Fix the Problem			Evaluate Results
Identify the work task or activity	What are the risks with each activity?	Is the associated risk low, moderate, significant or high?	If the risk is unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Repeat assessment. Are Risk levels now acceptable?
						Revised risk level

SAFETY CHECKLIST

MONTHLY/QUARTERLY CHECKLIST

COMPLIES
YES NO

General Items:

- 1 Is your owned premises and major equipment insured?.....
- 2 Have you or intend to lease premises or equipment?.....
- 3 Are the entrances and emergency exits clearly marked?.....
- 4 Do you regularly practice (at least every six months) fire drills / emergency evacuation?.....
- 5 Are there procedures for dealing with fire/bomb threat / explosion/flood?.....
- 6 Are members trained in the above procedures?.....
- 7 Do you have a WH&S manual that's out-dated ?.....
- 8 If a member or organisation hires a room / centre, do you check on hirer Public Liability Insurance?.....
- 9 Has your Men's Shed been required to sign any form of indemnity in relation to the delivery of its services, hire of Property or equipment, use of contractors, etc.?.....

COMPLIES YES	NO

MONTHLY/QUARTERLY CHECKLIST

COMPLIES
YES NO

Equipment:

- 10 Have operators of equipment been trained in its use?.....
- 11 Do you consider human differences in height, strength, allergies, etc. when allocating work tasks?.....
- 12 Is protective equipment always used by members in accordance with instructions / policies e.g
. Gloves, safety glasses, aprons, hats, helmets, shields?.....
- 13 Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. kept
In good order and replaced if they become faulty?.....
- 14 Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. checked
monthly to ensure they are in good order?.....
- 15 Are transport / special vehicles suited to the task and in a sound condition?.....
- 16 Are ladders / steps used by volunteers – are they safe and sturdy and suited to the job?.....

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Comments

MONTHLY/QUARTERLY CHECKLIST

COMPLIES
YES NO

People issues:

- 17 Are members or staff exposed to noise levels that interfere with normal speech level conversation?.....
- 18 Is it possible that anyone working will be unable to hear alarms because of a disability or noise levels?.....
- 19 Is noise protection equipment needed and available?.....
- 20 For members whose disability is of general knowledge, is adequate care taken to assist them? And where disabilities are supposed to be held private – is privacy respected?.....
- 21 Are enough members available to ensure transportation and outings are conducted with safety?.....
- 22 Is anyone subject to substantial vibrations from the work they do for periods longer than 5 minutes?
 - full body vibration?.....
 - hand / arm vibrating?.....
- 23 Is anyone exposed to excessive radiation from; the sun, welding, x-ray, do they wear protective equipment?
- 24 Is lighting adequate to perform tasks safely?.....
- 25 Is any medication administered to members on a routine basis? (prescription or non-prescription).....

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Comments

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- 40 Are they trained and use suitable equipment to handle and store harmful substances safely?
- 41 Does your Shed maintain a register of first aid, incidents with equipment and near misses?.....
- 42 Missing

MONTHLY/QUARTERLY CHECKLIST

COMPLIES
YES NO

Operational Issues (contd.)

- 43 Are all containers properly labelled so that contents and doses are not mistaken?.....
- 44 Do members have access to communications equipment and contact numbers for emergencies?.....
- 45 Are members contactable, to receive emergency information (e.g. about contaminated food) ?.....
- 46 Is air conditioning plant checked periodically for Legionellosis?
- 47 Has vermin / insect traces been found in the premises – particularly kitchens and storage areas.?.....
- 48 Has qualified pest control services been applied?.....
- 49 Has any member complained about the need for counselling or stress in relation to the Men’s Shed ?.....
- 50 Does anyone have a need to work in very confined spaces, where any body movement is very difficult?.....
- 51 Have any of the members been injured or almost injured (near miss) in connection with any activity provided by your Shed? (please list in the space below)?.....

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Comments

ADDITIONAL COMMENTS

Are there any other issues that may affect injury to persons or equipment that has not been Dealt with in this questionnaire? (if yes) please list below.

Name of the Men’s Shed BP Men’s Shed Inc.....AMSA Member No. ...100219

Address: The Gatehouse Magnolia Drive Breakfast Point NSW 2137 Phone Number:()

Assessor / Auditor (Please print your name)Sign..... Date.....

FIRST AID REGISTER –

Date	Name of injured Member	Witness and contact details	Date of Accident	Describe the injury - What happened? Photos?	Describe Treatment – including was Hospital / Doctor needed?

ASSETS REGISTER

Asset	Model / Serial Number	Date acquired	Source	Owned by BPMS	On loan	Cost/value	Comment

GENERAL SAFETY RULES

ONLY MEMBERS WHO HAVE BEEN TESTED & APPROVED ARE PERMITTED TO USE THE POWER TOOLS.

1. Do not operate machines whilst under the influence of drugs, alcohol or medication
2. Wear approved eye & ear protection & when necessary hair covers & dust mask.
3. Do not wear ties, loose gloves or loose clothing.
4. Never start a machine before clearing away nearby objects.
5. Always use the guards & ensure they are correctly spaced from the cutter.
6. Ensure there is enough space on the feed & exit sides for the work piece.
7. Where applicable ensure the Dust Extraction is "On" & functioning.
8. Before starting warn anyone using tools to prevent reaction to sudden noise.
9. When switching "On" keep well clear of cutters.
10. Let the machine get to full speed before contacting the workpiece.
11. Turn the machine "Off" when a job is jammed.
12. When finished turn machine "Off". Wait for cutter/blade to stop before removing workpiece.
13. Always turn "Off" at the machine NOT the wall switch to prevent unexpected starts if someone else turns the wall switch.
14. Clean Up to keep the area safe

If a machine does not seem to be functioning correctly - STOP - Unplug the machine from power. Put a "Warning" notice on the machine and notify a Supervisor.



CIRCULAR SAW BENCH



ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Dangerous saw blade.
2. Woodchips & dust in eyes.
1. Noise

Safety Controls:

1. Wear GOGGLES.
2. Wear EAR MUFFS.
3. Use PUSH STICKS

Procedure:

1. Adjust height of safety guard to suit thickness of timber to be sawn.
2. Set height of saw blade.
3. Check Dust Extractor is ON & Gate OPEN.
4. Use and check position of Fence or Angle Guide
5. Don't overreach – keep footing and balance
6. Don't reach behind the blade to hold the work piece or remove offcuts
7. Only cut 1 piece of timber at a time
8. Switch saw ON.
9. Cut timber using PUSH STICKS for small pieces & at the end of the cut.
10. If the blade becomes jammed, switch the machine OFF – and hold work piece until the machine comes to a complete STOP (to avoid kickback)
11. Wait for saw to STOP before picking up the pieces.
12. Turn saw OFF and close Extractor Gate.
13. Clean up

BAND SAW

ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust in eyes.
2. Noise.
3. Can cut fingers on blade.

Safety Controls:

1. Wear GOGGLES/EAR MUFFS.
2. Lower guard to just clear work.
3. Do not trap the blade.
4. Use push sticks - not fingers

Procedure:

1. Turn on extractor.
2. Lower guard to just clear job. Turn saw on.
3. Move timber slowly onto blade, following design lines on timber.
4. Do not trap the blade or go backwards through the cut.
5. For complicated patterns use multiple cuts at different angles.
6. If the blade jams - SWITCH OFF before moving the workpiece.
7. Keep Hands, Fingers & Arms away from the blade.
8. Switch "Off" at the machine & wait for blade to stop.
9. Remove workpiece & Clean up.



TABLE SCROLL SAW

ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Risk of entanglement.
2. Wood Dust in eyes/Noise.
3. Saw blade oscillating at high speed.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of saw blade.

Procedure:

1. Adjust saw blade tension as required.
2. Switch on and wait for blade to reach full speed.
3. Adjust work piece table and guides.
4. Ensure dust extraction on and shut off gate is "open".
5. Always feed the work slowly into the blade.
6. Guide work piece carefully, blade may break.
7. Switch off at machine. Not at the wall.
8. When blade motion ceases, clean up.



ROUTER BENCH

ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Woodchips in eyes.
2. Rotating cutter very dangerous.
3. Kickback from workpiece.
4. Noise

Safety Controls:

1. Wear GOGGLES/EAR MUFFS.
2. Keep fingers clear of Cutter.
3. Wait until Bit rotation stops.
4. Follow correct cutting direction.

Procedure:

1. Ensure cutter bit is tightly locked in the chuck & free to rotate.
2. Lock at the correct height using machine lock & adjustment lock nuts.
3. Ensure guards are in place.
4. Switch "On" - Allow to reach full speed - Check dust extraction is "On".
5. Hold wood firmly to table - feed edge to cutter - Beware of Kickback.
6. Always feed the work against the direction of rotation of the bit.
7. Use repeated small cuts rather than one deep cut.
8. Switch off at the machine (not wall) - wait until the bit stops rotating.
9. Remove workpiece & Clean up.



DRILL PRESS

ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Shavings in Eyes.
2. Clothes/hair caught in machine.
3. Chuck key left in - can throw out when machine starts

Safety Controls:

1. 1. Wear GOGGLES
2. Wear HAIR COVER.
3. Keep HANDS away from drill bit.
4. Clamp down workpiece

Procedure:

1. Lock drill bit in chuck using chuck key.
2. Locate drill bit over target mark. If possible clamp down the work.
3. Turn on machine - wait for full speed.
4. Using manual lowering arm, move drill through material, backing off to clear swarf if necessary.
5. Do not move material during the drilling operation.
6. Lift drill to its rest position, turn off & wait until rotation of the bit stops.
7. Remove workpiece & clean up



BELT SANDER & DISC GRINDER

ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Risk of entanglement.
2. Wood Dust in eyes/Noise.
3. Belt/Disc rotating at high speed.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of belt/disc.
4. Ensure table secure.

Procedure:

1. Adjust disc table as required.
2. Switch on and wait for belt/disc to reach full speed.
3. . Adjust work piece gauges and guides.
4. Ensure dust extraction on and shut off gate is "open".
5. Always feed the work against the rotation of the belt.
6. Hold Work piece lightly in position on belt/disc. Beware of "Kick Back"
7. Switch off at machine. Not at the wall.
8. When belt rotation stops, clean up.



PLANER/THICKNESSER

Risks:

- Risk of entanglement.
- Wood Dust in eyes/Noise.
- Cutter rotating at high speed.

Safety Controls:

- Eliminate loose clothing/long hair
- Wear safety glasses/ear muffs
- Keep hands clear of cutter.
- Ensure machine is secure.

Procedure:

- Before starting, examine the work piece for metal / foreign objects – then remove them.
- Don't work with pieces which are too big or too small for the machine
- Wait for the cutter to reach full speed, before feeding in the work piece.
- Use appropriate dust extraction
- Wear ear protection
- Ensure all fixing screws / clamps are tight before operation.
- Don't force the work piece through the machine.
- Keep feed rollers free of wood chips and sawdust.
- Keep depth of cut small.
- If the work piece becomes jammed, turn the machine off – and allow it to come to a complete stop – then remove the plug from the power supply.
- Never reach into the machine while it is operating or running down.
- Use a 'tail-out' or out-feed rollers



WOOD LATHE

ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Risk of entanglement.
2. Wood Chips in eyes/Noise.
3. Work/Chuck rotating at speed.
4. Workpiece can fly out at startup.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of work/chuck.
4. Check workpiece position, centering and rotation direction prior to start.

Procedure:

1. . Seek instruction if not fully familiar with the wood lathe.
2. Adjust and centre the work piece before work.
3. Ensure chuck installed correctly and adjusted for workpiece.
4. Lock Tail Stock and Tool Rest in position.
5. Set rotation speed and direction appropriate for the work.
6. Ensure dust extraction on and shut off gate is “open”. Position chip collector.
7. Switch on and wait for work to reach set speed.
8. Make small cuts with appropriate hand tool or chisel.
9. Keep work area as clear as possible and free of large quantities of chips
10. Switch off at machine. Then at the wall if finished work for the day. Clean up.

