

Mount Beauty & District Men's Shed

Health & Safety Policy Rules

2017

Preamble

Responsibility for Men's Shed safety is everyone's business however the Committee or authorised persons who establish and oversee shed operations and the members that supervise activities, have a key role in requiring that safe practices are followed.

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Health & Safety Policy Rules

1.0 Health and Safety Sub-Committee Policy.

- 1.1 The General Committee will annually appoint a Health & Safety Sub-Committee to monitor, review and update the Sheds "Health & Safety" Policy.
- 1.2 The Health & Safety Sub-Committee shall consist of three members.
- 1.3 The Health & Safety Sub-Committee shall report to the General Committee.

2.0 Health and Safety Documentation Policy

- 2.1 The Health and Safety Sub-Committee shall be responsible for the documentation of all Health and Safety policy rules.
- 2.2 A Health and Safety statement and a list of policy rules will be included in the Members Induction Handbook
- 2.3 A copy of the Health and Safety Rules will be kept on file and on the Sheds website (www.mountbeautymensshed.org.au).

3.0 Risk Management Policy.

- 3.1 The Health and Safety Sub-Committee will use the Australian Men's Shed Associations Health and Safety Manual as a reference guide for Risk Management policies and procedures.
- 3.2 The Health and Safety Sub-Committee will conduct regular general safety audits on the workshop, ablution block, kitchen and recreation room areas.
- 3.3 Project leaders will conduct Job Safety Analysis on all major activities or projects conducted for and on behalf of the Shed either in the workshop or at outside locations.
- 3.4 Minor activities, or jobs, conducted by and for individual members do not require a Job Safety Analysis

4.0 Membership Application Form Policy.

- 4.1 All new members are required to fill out a Membership Application Form.
- 4.2 The Membership Secretary is responsible for the Application Form.
- 4.3 All new membership applications are to be approved by the General Committee as indicated on the membership Application Form.
- 4.4 The Membership Secretary is responsible for extracting and monitoring Health & Safety information on the Application Form.

5.0 Induction Process and Members Induction Handbook Policy.

- 5.1 All new members are to be introduced to the Shed via a mandatory Induction Process and a Members Induction Handbook.
- 5.2 The Health & Safety Sub-Committee is responsible for the production of the Induction Checklist and the Members Induction Handbook.
- 5.3 Any General Committee Member can conduct the Induction Process.

6.0 Workshop Supervisor Policy

- 6.1 The General Committee will annually appoint the Workshop Supervisors.
- 6.2 A Workshop Supervisor must be nominated whenever the workshop is open.
- 6.3 The Workshop Supervisor will ensure that,
 - 6.3.1 The workshop is kept clean and tidy with an emphasis of safety,
 - 6.3.2 The Workshop Supervisors Duty Statement is adhered to.
- 6.4 The Health & Safety Sub-Committee will produce and annually updated a Workshop Supervisors Duty Statement.

7.0 Workshop Panel Policy

- 7.1 The General Committee will annually appoint a Workshop Panel
- 7.2 The Workshop Panel shall consist of at least three members
- 7.3 The Workshop Panel shall,
 - 7.3.1 Conduct safety audits on all power tools and machinery in the workshop.
 - 7.3.2 Conduct maintenance schedules on all power tools and machinery in the workshop.
 - 7.3.3 Display “Safety Sheets” for all power tools and machinery on or near where the tool or machine is stationed or stored.
 - 7.3.4 Monitor an established “Out of Order” procedure where faulty and/or unsafe power tools and machinery is detected, tagged and either repaired or decommissioned.
 - 7.3.5 Monitor electrical safety and tagging.
 - 7.3.6 Conduct initial and periodic power tools and machinery operational procedures, safety and competency assessments on all existing and new members and record results on the member’s personal file.
 - 7.3.7 Other duties agreed to with the General Committee.
- 7.4 The Health and Safety Sub-Committee will produce and annually update a Workshop Panels Duty Statement.

8.0 First Aid Officer Policy

- 8.1 The General Committee will annually appoint a First Aid Officer
- 8.2 The First Aid Officer shall,
 - 8.2.1 Maintain a First Aid Kit in the Workshop
 - 8.2.2 Maintain a mobile First Aid Kit.
 - 8.2.3 Maintain the defibrillator machine.
 - 8.2.4 Maintain an Incident and Near Miss recording and reporting system.
 - 8.2.5 Other duties agreed to with the General Committee.

9.0 Kitchen & Recreation Room Policy

- 9.1 The General Committee will ensure that the Kitchen & Recreation Room is,
 - 9.1.1 Kept clean and tidy with an emphasis on health and hygiene.
 - 9.1.2 Provided with all necessary cleaning equipment and materials.
 - 9.1.3 Maintained in good order.
 - 9.1.4 Provided with Tea, Coffee, Sugar, Milk and biscuits and
 - 9.1.5 Control the use of the refrigerator and storage cupboards.

10.0 Ablution Block Policy.

- 10.1 The General Committee will ensure that the Ablution Block is,
 - 10.1.1 Kept clean and tidy with an emphasis on health and hygiene.
 - 10.1.2 Provided with all necessary cleaning equipment and materials.
 - 10.1.3 Provided with toilet paper, paper hand towels and hand cleaning material.
 - 10.1.4 Maintained in good order and
 - 10.1.5 Control the use of the ablution block by outside organisations.

11.0 Emergency Procedures and Evacuation Policy.

- 11.1 The Health and Safety Sub-Committee shall maintain a list of emergency contact phone numbers posted near the phone in the Recreation Room.
- 11.2 The Health and Safety Sub-Committee shall maintain adequate and suitable fire extinguishers in both the workshop and kitchen/recreation room areas.
- 11.3 The Health and Safety Sub-Committee shall maintain an appropriate emergency warning system, post appropriate evacuation maps near all exit doors and designate an appropriate safe assembly area.

12.0 Non-Members Policy

- 12.1 The Health and Safety Sub-Committee shall maintain outside signage to direct all visitors to the main entrance door to the workshop.
- 12.2 All non-members are allowed to enter and walk through the workshop accompanied by a member.
- 12.3 Non-members, including visiting tradespeople, are not allowed to use any tools or machinery in the workshop unless approved by the Workshop Supervisor.

13.0 Non- Smoking Policy

- 13.1 Smoking is not permitted within the Shed and within 4 metres of the building.
- 13.2 The Health and Safety Sub-Committee shall display appropriate non-smoking signage in the workshop, abolition block, kitchen, recreation room and near every exit door.

14.0 Illicit Drugs Policy

- 14.1 Illicit drugs are totally banned.
- 14.2 If a member brings illicit drugs to the Shed, or turns up at the Shed under the influence of illicit drugs, that member will be asked to leave by the Shed Supervisor and reported to the Sheds Executive Committee (President, Vice-President, Secretary & Treasurer).

15.0 Alcohol Policy.

- 15.1 Alcohol is totally banned in the workshop.
- 15.2 If a member turns up at the Shed under the influence of alcohol that member will be asked to leave by the Shed Supervisor and reported to the Sheds Executive Committee (President, Vice-President, Secretary & Treasurer).
- 15.3 The General Committee is permitted to conduct a weekly BYO "Happy Hour" in the Kitchen/Recreation room area after the Workshop has been shut down for the day.

16.0 Electrical Safety and Tagging.

- 16.1 The Electrical Safety and Tagging Policy to be monitored by the Workshop Panel (Policy 7.0)
- 16.2 All electrically powered tools, lamps, extension leads, transformers and other such equipment are to be tagged by a qualified person prior to use and then as required according to Australian Standards.
- 16.3 All defective electrical equipment must be immediately taken out of service, tagged "Out of Order" and either repaired or decommissioned.
- 16.4 All electrical installations, repairs or modifications must be done by a qualified person.
- 16.5 All power tools used on site (except for battery operated tools) will be protected at all times by an approved earth leakage protection device.
- 16.6 All general purpose outlets (supply points) including outlets fitted to, or supplied from, portable or mobile generating equipment should be protected by an earth leakage protection device.
- 16.7 Electrical extension leads, flexible cables and cords should be protected from damage at all times.
- 16.8 Inside the Shed, electrical leads that are intended to be in place for an extended period of time should be secured at a height not less than 2.4 metre.

17.0 Safe Use of Ladders.

- 17.1 The Workshop Panel (Policy 7.0) to be responsible for making sure all Shed ladders are in good working order, safe to use and stored in a dry, well ventilated space protected from the weather.
- 17.2 When in use all ladders should be placed at a slope of 75 degrees to the horizontal and fixed securely at top and bottom to prevent movement.
- 17.3 If a ladder is used to access a work space or platform the top of the ladder must extend at least 1 metre above the platform or space.
- 17.4 Ladders must not be set up on scaffolding or elevated platforms to gain extra height.

- 17.5 Only one person is allowed on a ladder or steps at any one time.
- 17.6 Ladders should not be climbed higher than the third rung from the top and feet must not be more than 3.5 metre of the ground (Insurance provision).
- 17.7 A second person should be on hand to steady the ladder and this person should wear a hard hat for protection.
- 17.8 Use both hands to ascend or descend a ladder and all tools and materials which cannot be safely secured to the person's belt must be independently hoisted in an appropriate tool bag to the work location.
- 17.9 All work to be performed whilst facing the ladder.
- 17.10 The use of power tools on ladders is restricted to those tools which can be safely operated with one hand.
- 17.11 If tools are to be used at height then an appropriate ladder or scaffolding must be used.
- 17.12 Ladder locating brackets to be installed on both sides of the workshop building and used to gain ladder access to the workshop roof OR a stabilising bracket system that is attached to the ladder.
- 17.13 Ladder locating brackets to be installed, where applicable, on the mezzanine floor to gain access to the storage area.

18.0 Working with Children.

- 18.1 The Shed may provide mentoring services to local school children.
- 18.2 All mentoring requests must be directed to, and negotiated by, the Sheds Executive Committee and ratified by the General Committee.
- 18.3 Only mentoring requests made by local school administration committees or their representative will be ratified.
- 18.4 A Consent Form from a parent/guardian/carer should be provided to the Shed Executive Committee prior to the commencement of a mentoring session(s).
- 18.5 Prior to commencement of any mentoring program a full Risk Assessment needs to be undertaken to understand the risks and legal requirements and how they can be managed.
- 18.6 All mentors must be approved by the Sheds Executive Committee and must hold a current Victorian "Working with Children Check".
- 18.7 All mentoring should be conducted in a space where the mentor and the student(s) are in full view of other shed members.
- 18.8 Under no circumstances should a Shed mentor be alone with a student in the Shed or its surrounds, in a vehicle or in a room/bathroom.
- 18.9 When two or more students are being mentored at the same time then a parent, guardian or school teacher should also be present.
- 18.10 Mentors must be advised to take care not to get into any "compromising" situations with students.

19.0 Working with people with disabilities.

- 19.1 The Shed is responsible for giving all members with a disability the opportunity to participate in all Shed activities providing it can be done safely and without unduly expensive alterations.
- 19.2 During the "Induction Process" (Policy 5.0) a new member with a disability is encouraged to make their disability known to the Committee Member conducting the induction.

- 19.3 During the power tools and machinery operational procedures competency assessments conducted by the Workshop Panel (Policy 7.0) a new member with a disability is encouraged to make their disability known to the Panel member conducting the assessment.
- 19.4 Existing members with a new or worsening disability are encouraged to make their new circumstances known to the Workshop Panel and, if deemed necessary, a new competency assessment may need to be conducted.

20.0 Chemicals

- 20.1 A secure “Chemical Storage Cupboard” for the storage of all dangerous chemicals needs to be maintained in an appropriate and safe place within a room/building away from the main workshop area.
- 20.2 A small amount of chemicals that may be used on a daily basis may be stored in secure containers in an identified safe place inside the main workshop area.
- 20.3 “Material Safety Data Sheets (MSDS) need to be obtained for all chemicals that are stored in the Shed and copies of the sheets stored in the “Chemical Storage Cupboard” and on file in the main workshop area.
- 20.4 All chemical containers must have appropriate labels especially the smaller containers that may be used to store small amounts of the chemical in the main workshop
- 20.5 All chemicals must be used, stored and disposed of in a safe and legal manner and in accordance with the MSDS.
- 20.6 All chemical spills need to be cleaned up immediately and materials used in the clean-up process need to be disposed of in a safe and legal manner.
- 20.7 Chemicals donated to the Shed can only be accepted if the original labelling is readable and the product is within the used by date.
- 20.8 An annual audit of all chemicals, paints and MSCS to be conducted.

21.0 Shelf life Monitoring

- 21.1 The Shed needs to identify items that have a defined shelf life and to replace these items prior to exceeding their shelf life.
- 21.2 Items to be included under this policy are – all food items, first aid supplies and chemicals.
- 21.3 All out of date items need to be disposed of in an appropriate, safe and legal manner.

22.0 Waste Disposal.

- 22.1 Normal waste may be disposed of via the Shires weekly kerbside waste collection including all recyclable material.
- 22.2 ‘Trade Waste’ items that cannot be disposed of via the normal weekly collection system are to be disposed of at the Mt Beauty Transfer Station.
- 22.3 All compostable items should be collected and placed in the appropriate compost bins.

23.0 Fire and Burglary Protection.

- 23.1 The Shed should install and maintain an appropriate fire alarm system in all rooms in all buildings.
- 23.2 The Shed should install and maintain an appropriate burglar protection system.

24.0 Minimum and Maximum Number of people in the Shed at any one time.

- 24.1 If someone is working and using tools in the shed then there needs to be a minimum of two people in attendance at the shed.
- 24.2 The maximum number of people in the main workshop area of the Shed at any one time is at the discretion of the Workshop Supervisor who will make the determination on Health and Safety grounds.

25.0 Media Handling.

- 25.1 The Executive is responsible for all correspondence, interviews and verbal comment with all forms of public or social media.
- 25.2 In “Emergency” situations where public media are seeking comment all such requests must be directed to the Executive
- 25.3 All other Shed members should be instructed not to correspond, conduct interviews or make comment to members of the public or social media about Shed issues especially during and after “Emergency” situations.