



HEALTH AND SAFETY POLICY

Woodworking includes activities that are inherently dangerous to both the worker and others present. Health and Safety, therefore, is the responsibility of all members.

The Guild, through the Committee, will endeavour to provide a safe and healthy environment for Guild activities. The Guild aims to conform to *Australian Standard AS4084: Occupational Health and Safety Management Systems*. Whilst the Guild does not come under the ACT Workcover legislation, we plan to use it as a guide for safe working practices.

Members, by joining the Guild, or renewing their membership, acknowledge that they have read and understood and agree to abide by the Health and Safety Guidelines and Instructions. This applies at all Guild activities, whether on the Guild's premises or at demonstrations / activities at venues other than the Guild's premises.

The Guild's Executive Committee will, as far as practicable, endeavour to:

1. issue instructions concerning safe working practices for the use of machinery and equipment by members and visitors;
2. provide resources to implement and support safe working practices;
3. keep members informed on safety by including safety issues on the Agenda for meetings and by publishing safety related information in the Newsletter; and
4. keep the Health and Safety Policy and safe working procedures up to date.

The Committee, other Office Bearers and Special Interest Group (SIG) Conveners are expected to:

5. Assist the Executive Committee in the execution of their responsibilities, and to perform their own designated duties which include:
 - a. supervise the relevant approved activities of the Guild;
 - b. ensure that all safety procedures and instructions are complied with;
 - c. attend safety meetings and training;
 - b. arrange for members undertaking any new or unfamiliar procedures to receive adequate instruction and supervision;
 - c. ensure administrative restraints on the operation of specific machinery are observed by personally supervising non-accredited members or arranging for an accredited operator to supervise the operation of specific machinery;
 - d. arrange for visitors and new members to receive an induction tour of the Shed to include familiarization with the operations of the Guild and ensuring their safety;
 - e. request any unauthorized personnel, visitors or members who appear to be affected by drugs or alcohol or who are acting in a dangerous or disruptive manner to vacate the premises and enter the relevant details in the Incident Register;
 - f. immediately place an *Out of Order* sign on defective or unsafe machinery and quarantine defective or unsafe tools and enter details in the Incident Register; and
 - g. ensure that details of any other incidents, including accidents or near misses, fires, or any newly recognized hazards are reported in the relevant registers.
6. The Safety Officer is to investigate accidents and incidents and document the outcomes and/or resolutions reached. The Safety Officer is to maintain records relating to the health and safety activities of members. He also acts as Chief Fire Warden.
7. The Shed Boss also acts as Deputy Chief Fire Warden.
8. The SIG Conveners also act as the Shed Boss, SIG Health and Safety Representative and the SIG Fire Warden.

All Members are expected to:

9. Sign the Attendance Book (to ensure our compliance with our insurance policy);
10. Comply with all safety instructions and observe any restrictions placed on the operation of machinery or equipment;
11. Comply with any request by a Committee Member, other Office bearer or SIG Convener;
12. Ensure they wear appropriate clothing and footwear and tie back long hair when attending SIG Meetings, Drop in Workshops and other Guild working activities;
13. Provide their own Personal Protection Equipment (PPE) when attending SIG Meetings, Drop-in Workshops, Demonstrations and other approved Guild activities where protection is required, or use equipment provided by the Guild to protect their health and safety;
14. Not interfere with or remove any safety guard or device other than to adjust the machine and to ensure all safety guards and devices are in place before operating the machine;
15. Protect their own health and safety and that of others by not working while under the influence of alcohol or drugs;
16. Attend relevant equipment familiarization and specific machinery accreditation courses if access to those Guild facilities is required;
17. Report any unsafe operation of machinery, other unsafe activities or new hazards to a Committee Member, other Office bearer, Shed Boss or SIG Convener or acting SIG Convener. If an Office bearer is not immediately available, to bring the matter to the attention of the offending member and if he persists request him to vacate the premises and report the incident in the Incident Register.

Contractors and Visitors:

18. Must sign the Attendance Book.
19. Contractors are to operate in accordance with the ACT Occupational Health and Safety Act 1989, any other relevant legislation and respond to requests by the Shed Boss.
20. Visitors are to conduct themselves and their activities in a safe manner and to observe any reasonable request from a responsible member of the Guild.

(Dr Keith Houston)
President
Woodcraft Guild ACT

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