



WOODCRAFT GUILD – ACT

ACCREDITATION POLICY AND PROCEDURES

Part 1: Accreditation policy

Introduction

- 1.1. It is Guild policy to allow any member, new or existing, to use the Guild's facilities to complete projects they are working on in accordance with the Guild's health and safety policies and procedures.
- 1.2. As part of the facilities offered to its members, the Guild has acquired a range of modern woodworking equipment that many members are unlikely to have easy access to, particularly at home. This equipment includes band saws, table saw, jointer, thicknesser and wood lathes.

Need for an accreditation policy

1.3. Power tools/machines have particular characteristics that need to be understood by the user in order to operate them safely. Benefits that result from the safe operation of woodworking equipment include:

- **Personal (user) safety.** Modern power woodworking equipment can inflict major injury very quickly on the user. Using equipment safely and competently minimizes the risk of serious personal injury.
- **Workshop safety.** Modern power woodworking equipment, if not used properly, has the capacity to create 'missiles' that can inflict serious injury to people who are undertaking their projects in the workshop.
- **Equipment safety.** Used as designed, a machine will operate safely and efficiently for a long period of time. If misused, the risk of damaging, even destroying, the piece of equipment increases significantly. Certainly, maintenance costs will be higher than they need to be if the equipment is not used in accordance with its specifications.
- **The Guild's reputation.** The Guild takes its duty of care for members very seriously. To date, there have been very few serious personal injuries to members while using Guild equipment.

1.4. In order to realize these benefits, the Guild has defined an accreditation policy and set of procedures that all members are required to observe.

Policy on the use of Guild equipment

1.5. To use certain pieces of Guild equipment **unsupervised**, a member must be accredited on those pieces of equipment.



1.6. Without accreditation, the member may use a piece of equipment, but must be supervised by a member who is experienced in the use of that particular piece of equipment.

Aim of accreditation

1.7. The aim of accreditation is:

To provide a member with sufficient basic knowledge and practice so that they are able to safely and competently operate a piece of Guild equipment to the extent that they can complete, unsupervised, basic woodworking tasks using the equipment.

Safely and competently

1.8. To safely and competently operate a piece of equipment the member needs to:

- be knowledgeable about the design of the piece of equipment and the principles of its operation;
- be knowledgeable about the safe operating procedures for the piece of equipment;
- be knowledgeable about the structure and nature of timber that the piece of equipment is designed to process;
- demonstrate how to use the piece of equipment safely;
- demonstrate that they can use the piece of equipment to perform basic woodworking tasks that the machine is designed to do; and
- be realistic about their capacity to operate a piece of equipment safely, even if they hold an accreditation for the equipment.

Accreditation is a basic qualification

1.9. Even if a member holds an accreditation on a piece of Guild equipment, the member is expected to reflect on their capacity to safely undertake tasks every time they plan to use the equipment. If unsure, they should seek assistance.

1.10. The Guild's accreditation process provides the member with (a) a **basic level** of knowledge about a piece of equipment; and (b) a limited amount of time to practice using the equipment. In this regard, many members should see their accreditation as they would a Provisional Drivers Licence.

1.11. In deciding whether to seek assistance when planning to use a piece of equipment, a member might consider the following points:

- How confident are you? Would some help calm your nerves?
- How long has it been since you last used the equipment? If its been a while, then a second pair of hands and eyes could help you through the safety basics for the piece of equipment.
- Are you requiring the equipment to do tasks that are more complex than you have done previously? Seldom-used functions on a machine might need more knowledge and skills than you have at the time.



- Has the piece of equipment changed? Is it new? Has it been modified? The principles of operation may be the same for the machine you were accredited on, but the layout of the new machine may be different.

1.12. If in doubt, seek assistance from an experienced user. A good starting point to find this assistance is the Shed Boss.

1.13. In short, being accredited on a piece of equipment is the starting point for the safe and competent use of the equipment. It is not the end point. Please ask for assistance if you have any doubts.

Enforcing safety in Guild facilities

1.14. The Shed Boss has the authority to direct a member to cease using a piece of Guild equipment if, in their opinion, the member is not using the equipment safely or competently.

1.15. If a member observes another member using a piece of equipment in an unsafe manner, the member is asked to draw the matter to the attention of the Shed Boss immediately.

1.16. Being accredited on a piece of Guild equipment does not give a member the right to operate the equipment in an unsafe and/or inappropriate manner.

Recognition of accreditations issued by other Woodcraft Guilds and/or organizations

1.17. The Woodcraft Guild-ACT does not recognize accreditations issued by other organizations. All members who wish to be accredited on Woodcraft Guild-ACT equipment must be accredited by an authorised accreditor in accordance with the Guild's policies and procedures.



Part 2: Accreditation procedures

Guild Accreditation Register and Member Accreditation Record

- 2.1. The Guild is to maintain a register of member accreditations, called the Guild Accreditation Register.
- 2.2. The Register will be located in the Shed in a place that is readily accessed by members. That is, the place is not to be locked.
- 2.3. The Register will hold individual Member Accreditation Records. See Attachment 1 for the proforma Member Accreditation Record.
- 2.4. When creating their Member Accreditation Record, the member must sign the disclaimer at the top of the proforma.
- 2.5. For an entry in the Member Accreditation Record to be valid, it must be signed and dated by the member AND the accreditor who conducted the accreditation session.
- 2.6. Individual members are responsible for maintaining the accuracy and currency of their Member Accreditation Record.

Appointment of an accreditor

- 2.7. An accreditor is a person authorised to issue an accreditation to a member for a specified piece of Guild equipment. (See section headed *Guild equipment requiring accreditation* for the list of equipment requiring accreditation.)
- 2.8. Only the Guild's Executive Committee may authorise a member to be an accreditor.
- 2.9. The Accreditation Officer shall nominate a Guild member for endorsement by the Executive Committee as an accreditor AFTER discussing the matter with the member.
- 2.10. To be nominated as an accreditor, the member needs to:
 - agree to being an accreditor;
 - have a depth of knowledge and experience in the operation of the piece of equipment;
 - have the ability to instruct members who wish to gain accreditation on the relevant piece of equipment;
 - be prepared to assess the competency of a member in the safe use of the relevant piece of equipment; and
 - be prepared to attend one or more accreditors' workshops.
- 2.11. The Accreditation Officer is to maintain a list of accreditors and the pieces of equipment for which they are an Accreditor. This list is to be published on the Guild's website and displayed in the Shed.

Accreditors workshop

- 2.12. The Accreditation Officer will organise at least one workshop each year for accreditors at which they will:



- review the Guild's accreditation policies and procedures generally;
- review equipment-specific accreditation procedures to ensure they remain valid;
- discuss/share instructional best practice; and
- provide feedback to the Accreditation Officer on how accreditation processes have been working.

Guild equipment requiring accreditation

2.13. The Guild's equipment is divided into two groups:

- Group A - Non-specialist pieces of equipment
- Group B - Specialist pieces of equipment

2.14. Group A pieces of equipment are tools/machines that are used across a range of woodworking activities.

2.15. The following non-specialist pieces of Guild equipment (in alphabetical order) require accreditation:

- bandsaw-general
- bandsaw-Wadkin 20"
- bench grinder
- drill press
- drop saw/compound saw
- drum sander
- jointer
- finisher (belt sander), disc and spindle sanders
- routers (including table mounted and hand held)
- table saw
- thicknesser

2.16. Group B - Specialist pieces of equipment are those tools/machines used by Special Interest Groups (SIGs).

2.17. The following Group B pieces of Guild equipment (in alphabetical order) require accreditation

- scroll saw (Scrollsaw, Marquetry & Intarsia SIG)
- wood lathes (Wood Turning SIG)

Acquiring accreditation

2.18. Accreditation may only be gained through an accreditation session organized by the Guild.

2.19. To be eligible to attend an accreditation session, the member must (a) complete specified pre-reading on the relevant piece of equipment; and (b) pass a test. The pre-reading material and the test will be located on the Guild's website.



Guild chainsaws(s)

2.20. Guild-acquired chainsaws are NOT available for use by members for undertaking personal projects. Chainsaws are therefore not included in either Group A or Group B equipment lists that require accreditation.

2.21. To be clear, only members authorised by the Executive Committee may use the Guild's chainsaw(s).

Roles and responsibilities

2.22. The roles and responsibilities of key players in the accreditation process are listed in Attachment 2.



ATTACHMENT 1

Proforma

Member Accreditation Record



MEMBER ACCREDITATION RECORD

Member name:

Member no.:

AGREEMENT TO USE GUILD EQUIPMENT

I,
 understand that being accredited on a particular piece of equipment means that I have been assessed as having a basic knowledge and sufficient limited experience to operate the equipment competently and safely. As a result, the Guild permits me to use the equipment unsupervised. I also understand that the Guild expects me to make a judgment about my competency each time I use the equipment and if in doubt about my abilities at that point in time to seek advice and guidance from a Guild member who has experience in the use of the piece of equipment. With these understandings, I agree to use the Guild's equipment in accordance with the Guild's health and safety policies and procedures, including its accreditation policies and procedures.

.....
 (Member to sign) (Date)

GROUP A. NON-SPECIALIST PIECES OF EQUIPMENT

Piece of equipment	Date	Accreditor signature	Member signature
Bandsaw-general			
Bandsaw-Wadkin 20"			
Bench grinder			
Drill press			
Drop saw/compound saw			
Drum sander			
Jointer			
Linisher (belt sander), disc and spindle sanders			
Routers (including table mounted and hand held)			
Table saw			
Thickneser (planer)			



ACCREDITATIONS

GROUP B. SPECIALIST PIECES OF EQUIPMENT

Piece of equipment	Date	Accreditor signature	Member signature
Scroll saw			
Wood lathe			



ATTACHMENT 2

ROLES AND RESPONSIBILITIES



Executive Committee of the Woodcraft Guild-ACT.

Role: To define and oversee the implementation of the Guild's accreditation policies and procedures.

Responsibilities:

- Approve the Guild's accreditation policies and procedures.
- Appoint an Accreditation Officer to manage the implementation of the accreditation policies and procedures.
- Authorise Guild members as Accreditors for each of the pieces of equipment that require accreditation.
- Monitor the operation of accreditation processes and approve amendments when circumstances demand.

Accreditation Officer

Role: To manage the implementation of the approved accreditation policies and procedures.

Responsibilities:

- Act as the point of contact for all Guild members on accreditation matters.
- Prepare an annual Accreditation Activities Calendar for Group A - Non-specific pieces of equipment and submit it to the Committee for incorporation into the Guild's Annual Activities Calendar.
- Arrange the delivery of accreditation sessions listed in the calendar.
- Maintain the Guild's Accreditation Register.
- Make recommendations to the Guild's Executive Committee regarding the appointment of a member as an Accreditor for Group A pieces of equipment.
- Assist Accreditors to maintain the currency of instructional, safety and other details that are located on the Guild's website for Group A pieces of equipment.
- Assist Accreditors to maintain tests/questionnaires used as part of the accreditation process.
- Monitor approved accreditation policies and procedures and recommend changes to the Executive Committee when appropriate. When changes are endorsed by the Executive Committee update all material affected by the change(s).

Accreditor

Role: To accredit a Guild member as a safe and competent operator of the piece of equipment for which they are authorised to be an Accreditor.

Responsibilities:

- Define the accreditation procedure and information pack for a particular piece of equipment, including what constitutes the 'safe operation' of the piece of equipment and how a member will be assessed as a safe and competent operator. This material is to be uploaded to the Guild's website and made available to all members.



- From time to time review, and where necessary, update, the accreditation procedures, instructional material, information and tests/questionnaires related to the relevant piece of equipment.
Note: In the event that there is more than one Accreditor for a piece of equipment, the Accreditation Officer will ask one Accreditor to assume responsibility for maintaining the instructional and testing material for the piece of equipment.
- Conduct safety and operating instruction on the piece of equipment for which they are authorised.
- Assess the ability of a member to operate the piece of equipment safely and competently.
- For members considered a safe and competent operator, sign and date the member's accreditation record which is held in the Guild's Member Accreditation Record.

SIG Coordinator

Role: To oversee the accreditation of members on specialist pieces of equipment defined by the Guild Executive Committee as requiring accreditation.

Responsibilities:

- Through the Accreditation Officer, make recommendations to the Guild's Executive Committee regarding the endorsement of a member as an Accreditor for Group B pieces of equipment used by their SIG.
- Ensure sufficient SIG members are authorised as accreditors to meet the likely demand for accreditation on their specialist pieces of equipment.
- Ensure the SIG's accreditation activities meet Executive Committee-approved policies and procedures.
- Review accreditation-related instructional and other material for the SIG's specialist pieces of equipment to confirm it is up-to-date and available to members via the Guild's website.

Member

Responsibilities:

- If not accredited on a piece of equipment that the member wants to use, the member must seek out the assistance of another member who has experience in using the equipment. If the member does not know who to ask for assistance, the Shed Boss is a good starting point.
- Irrespective of their accreditation status, each time a member uses a piece of equipment they need to be honest about their ability to complete the task safely. If in doubt, ask for assistance.
- If a member sees someone else using a piece of equipment inappropriately or in an unsafe manner, they are to notify the Shed Boss immediately.
- The member is to keep their personal Member Accreditation Record up-to-date.