



# Safety Policy & Safety Management Plan

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# LAKE MONGER COMMUNITY SHED



## SAFETY POLICY

The Lake Monger Community Shed (LMCS) recognises its moral and legal responsibilities to provide a safe and healthy work environment for our members and for visitors to the shed.

This commitment means that we will:

- Encourage and support a culture where members may identify, report, assess and control safety risks in the shed
- Continuously improve our safety processes to reduce injury, illness and harm
- Provide training and briefings to ensure all members, subcontractors and visitors have the relevant skills and knowledge to understand risks and their safety obligations
- Comply with all applicable laws, regulations, statutory obligations and other relevant requirements
- Assign resources with the necessary skills to effectively manage our identified safety risks
- Maintain and improve a safety management system
- Consult and communicate with our members about safety, and
- Provide information and documentation to assist with effective safety management.

## SAFETY MANAGEMENT PLAN

This Document sets out the strategy and how the LMCS will achieve the Safety Policy aims through training and induction, safe working procedures, incident reporting and issues management, safety management and the ongoing maintenance and development of our safety processes.

## SHED OPERATIONS – MANAGEMENT & SUPERVISOR RESPONSIBILITIES

It is the responsibility of Management Committee to minimise the risk of injury in the Shed. The Management Committee will appoint a Safety (sub) Committee to manage the Shed safety issues and Shed Supervisors to be responsible for supervision and safety on a day-to-day basis during Shed sessions. Together they will continuously monitor and improve our:

- Hazard identification and management of the associated risks
- Induction and machine operational training
- Provision of safe working procedures
- Monitoring of Shed operations
- Optimise maintenance and adjustment of the machines and tools

## SAFETY TRAINING AND INDUCTION

### General Induction and Shed Safety Training

All members of the LMCS will undertake a general induction and basic Shed safety training. Successfully undertaking this and agreeing in writing to the LMCS safety procedures is a pre-requisite to entry into the Shed. Members will be free to attend Shed sessions and use tools which are categorised as low risk – most hand tools and low risk power tools such as hand drills, jig saws, scroll saws etc. To use more complex equipment, Members will have to achieve Safety Accreditation for those machines.

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## The General induction will cover:

- An overview of the Shed management, its communication with members and introduce and outline the roles of key officers such as Shed Supervisors, First Aid officers, Safety Committee members and Committee members.
- Access to the Shed, its opening times and the sign-in/sign-out requirements and the policy on visitors and guests.
- The general operations allowed in the Shed
- Emergency procedures for Medical, Fire and Chemical spill incidents
- Incident reporting and issues management
- The commercial relationship with the Town of Cambridge and the LMCS's insurance cover.

## General Shed Safety Induction will cover:

The Shed safety induction will include a tour of the Shed to locate safety equipment such as first aid kits, defibrillator, fire extinguishers and exits. The main purpose of the induction is to make the Members aware of their safety responsibilities at the Shed namely:

- Appropriate dress to avoid injury.
- Housekeeping rules to avoid the Shed becoming an unsafe environment.
- What Personal Protection Equipment (PPE) items Members should bring to the Shed and what will be provided.
- Basic Workshop Safety Rules which apply to almost all tools within the Shed.
- An outline of how to obtain safety accreditation on the complex machines in the Shed.
- How to report hazards and what to do if you observe an unsafe practice or piece of equipment.

## SAFE WORKING PROCEDURES AND SAFE OPERATING INSTRUCTIONS

A series of Safe Working Procedures (SWP) and Safe Operating Instructions (SOI) have been developed to provide guidelines to operate various machines and equipment within the Shed. The SWPs are not intended to be comprehensive guides to the machine, rather a series of guidelines that if followed will keep the user and nearby people free from injury or harm. The SOIs will form the basis for training members to operate the machines safely.

SWPs and SOIs will be published on the website and available in the Shed (Office – Safety Folder) as specific machines are introduced into the Shed.

## SAFETY ACCREDITATION SYSTEM

As previously mentioned, undertaking and agreeing to follow the general workshop safety rules allows access to the Shed and to use low risk tools. To use the more complex machines and equipment, Members will have to read the relevant SWP and SOI, then undertake a small-group training session and machine safety assessment. Until a Member is safety accredited to use a machine, they must not operate that machine.

Competency assessment and accreditation will be based on the Member successfully demonstrating their competence and compliance with the SOI by an assessor who will be appointed by the Management Committee.

Both the assessor and Member will sign off the SWP on satisfactory completion of the assessment. This allows Members to operate the specific machine and will providing a permanent record of the successful completion of the training for that specific machine. Member and Assessor signed off SWPs will be held on file in the Shed office.

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Training/assessment sessions will be run regularly. Members should contact the Shed Supervisor to book an assessment. If a trainer/assessor is not able to sign off that a member is competent to operate the specific machine safely, the Member shall be required to attend another training session. If the member is still not assessed as safety competent, then the matter should be referred to the Shed Management Committee and the Member will not be allowed to use that machine until the issue is resolved.

To simplify the process the machines/equipment have been grouped into the following categories:

- **RED:** Woodwork – cutting (eg panel saw, band saw, drop saw, circular saw etc)
- **ORANGE:** Woodwork – rotary (eg planer/thicknesser, router, router table, drill press, etc)
- **BROWN:** Woodwork – turning (lathes)
- **BLACK:** Metalwork – welding, cutting, grinding & turning
- **YELLOW:** Pottery (kilns, wheels, glazes etc)
- **BLUE:** Painting (solvents, spraying etc)
- **GREEN:** Completion of the General Induction and Shed Safety Induction

When a member has been accredited to safely operate an equipment category, they will have their name badge marked with the corresponding colour. If a Shed Supervisor is made aware that someone is not following, or is unable to follow, the appropriate SWP and SOI, the Shed Supervisor has the authority to insist that the Member does not use that machine until they undergo safety re-training and re-assessment to operate that machine safely. If a member does not agree with the Shed Supervisor decision, they may take up the matter with the Shed Management Committee.

## SAFETY AUDITS AND DRILLS

At least every six months, the Safety Committee will carry out safety audits to identify potential hazards or risks. Additionally, every six months or more frequently, we will perform Fire and Evacuation drills.

## SMP CONTINUOUS IMPROVEMENT

Members are encouraged to raise any suggestions or issues with the SMP with the Safety Group or Committee. All the Safety documents are living documents and will be upgraded regularly. Revisions will be noted on the documents and the latest version will be the online version.

## SAFETY DOCUMENTS

Copies of the latest safety documents will be kept in the Shed office and the procedures will be available to members on the website.

- Safety Policy and Management Plan (this document)
- General Workshop Safety Induction and Introduction
- Evacuation Procedure
- Incident Register and close out record
- Hazard Register and close out record
- Chemicals Register
- Shed Supervisor duties and checklist.
- Safe Working Procedures (SWP) and safe Operating Instructions (SOI)