



# General Shed Safety Induction

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## GENERAL SHED SAFETY INDUCTION

### INTRODUCTION

Welcome to the Lake Monger Community Shed (the Shed). We trust that you find the Shed journey rewarding and enjoy the camaraderie/fellowship opportunities in meeting other members. Members should interact with each other in accordance with the Shed values of care, dignity and mutual respect.

Members come to the Shed with a diverse range of existing skills and knowledge and for all sorts of different reasons. It is therefore important that members become familiar with and complete the Shed Induction Program which is designed to keep you safe and described in this document.

### About the Shed

The Lake Monger Community Shed provides a local, informal location where residents of the community can spend time engaged in manual crafts or just a place to be socially active and form friendships. Members are encouraged to read information about the Shed on our webpage - [lakemongershed.org.au](http://lakemongershed.org.au)

This General Induction is the first of the procedures that form part of the LMCS Safety Management Plan. At the completion of this induction there will be an opportunity for questions after which you will be asked to acknowledge and agree to the procedures laid out in the document. Then your name badge will be marked with a green mark – to acknowledge you have completed the General Induction.

### Communication with Members

The Management Committee will communicate with members on a regular basis to keep them informed of news, Shed developments, details of events and special projects. The principal means of communication will be by:

- Email
- Monthly members meetings at Lake Monger Recreation Club
- Shed toolbox and safety briefings as required in the Shed
- Regular and adhoc social events
- The LMCS website [lakemongershed.org.au](http://lakemongershed.org.au) or [LMCS.org.au](http://LMCS.org.au)

### Key Personnel

A list is displayed in the front office detailing:

- Committee members
- Shed Supervisors
- Safety Committee
- First Aiders

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## ACCESS TO THE SHED

The Shed will be open for designated sessions which are published on the website:

[lakemongershed.org.au/opening-times](http://lakemongershed.org.au/opening-times)

The intention is to open as often as possible but initially will be for three days during the week and Saturday mornings. With approval from the Management Committee, after hours Shed operations may be available for selected work but only if a Shed Supervisor is present. The Shed will **NOT** be open at any stage (for operations) without a Shed Supervisor being present.

## Sign-In and Name Tags

For each visit to the Shed, you will be required to sign in and sign out in the attendance book kept by the front door. This is a requirement of our insurance policy. Name tags for all members will be available on the tag board adjacent to the front door. Please always wear your tag in the Shed. Your name tag will display a colour coding system denoting for which machines you have successfully completed safety training. For your own safety and to comply with our Shed insurance, you will not be permitted to use machinery for which you have yet to be trained.

## COVID 19 Sign-in procedure

*In addition to the LMCS sign-in*, when Covid requirements dictate:

- Use the Safe WA – COVID19 app to scan the QR code.
- If you do not have the QR app, then you **must** sign the COVID19 register.

## Visitors and Children

Visitors are welcome but must be always accompanied by a member who will be responsible for their safety whilst in the Shed. Visitors must also sign in and out, be briefed on Shed safety requirements and wear appropriate PPE where necessary.

If you bring children (visitor) into the shed that are under 18 years you will need the approval of the Shed Supervisor, and you need to supervise them at all times. It is your responsibility to keep them safe.

## Parking

Parking is available in the car park in front of the shed.

## OPERATIONS AT THE SHED

### Type of Projects

There are three types of projects that may be carried out in the shed:

- Personal projects — where the member carries out their project using shed facilities
- Community projects — where the Shed is requested to provide a service to a community group. The Management Team will decide which projects shall be carried out by the Shed and the associated financial arrangements for provision of materials
- Fund raising projects — where items are made for sale by the Shed

The shed must be financially self-sufficient so members are encouraged to contribute their efforts to fund-raising projects.

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If your personal project is large and if it will take up a lot of machine time, you will need to liaise with the Shed Supervisor, so everyone gets fair access to the machines.

## Materials

- In general members will provide their own materials for their personal projects
- Materials acquired by the Shed may be used on personal projects if the material is not reserved for a Community and/or Fund-Raising Project (A cost may apply)
- Before any reclaimed wood brought into the shed is offered to a woodworking machine, all foreign material such as metal, embedded nails, stone, dirt or paint must be removed. A metal detector will be provided for locating screws and nails. Paint must be removed using a hand planer or scraper, and
- Any metal detector testing on reclaimed wood is to be witnessed by the Shed Supervisor

## Storage of Personal Project Materials and Work In-Progress

Materials for work in progress should be labelled with a project storage tag and stored away from workbenches in allocated storage racks.

Members work in-progress projects can be stored in designated areas for a maximum of 2 weeks. These projects must be tagged with the members name, and a storage expiry date tag issued by the Shed Supervisor.

## Borrowing Tools

As a general rule, portable tools can be borrowed between sessions, but must be returned at the start of the next session. Overnight borrowing will be at the discretion of the Shed Supervisor.

Borrowed tools will be inspected by the Shed Supervisor for damage and completeness prior to departure and on return. Any damage to tools whilst on loan are to be paid for by the member.

## Smoko Breaks

The tea breaks (at 10.30 and 2.30 each opening day) are very good opportunities for fellowship and all members are encouraged to stop work and join in. Please ensure that all machines are made safe when work stops.

Friday morning teas will be held at the LMRC and the LMCS monthly meetings will also be held there.

## Issue Management

Whilst at the Shed all members are expected to respect others and not use behaviour, actions or language which may cause offense or concern to others. Any form of discrimination or harassment are unacceptable. If you have any grievance, this should be raised with the Shed Supervisor immediately. If you feel the issue wasn't resolved to your satisfaction, then please notify a member of the Management Committee as soon as possible, so the matter can be pursued.

## Incident Reporting

If an incident/emergency (and/or near miss) has occurred, or someone has been injured the Shed Supervisor must be notified immediately. They will work with you to address the incident and ask you complete an incident report.

## Drugs, Alcohol, Smoking, Medications and Tiredness

Alcohol or drugs are not allowed to be brought to or consumed in the Shed. If you are affected by alcohol, drugs, medication or are tired to the extent that your capabilities are reduced, please do not enter the Shed.

Smoking is not permitted in the shed or adjacent to shed entrances. An area will be set aside for smoking that will include bins to place your cigarette butts.

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## EMERGENCIES

The Shed Supervisor shall take control in an emergency. If the supervisor is unavailable, then any member should call emergency services in the normal way (000).

### Emergency Contact numbers:

- Life threatening or critical AMBULANCE 000
- Non-emergency AMBULANCE 13 12 33
- Police 13 14 44
- Crime Stoppers 1800 333 000
- Poisons Information Centre 13 11 26

### Medical:

- The First aid box is located in the office as is the list of First aiders
- Please note any items removed from the first aid box, so it can be re-stocked
- Any injury, accident or near miss must be recorded on an incident report form

### Fire:

- Assess if you can contain fire and take what action is safe to do so immediately
- Fire extinguishers are located at each doorway into the shed
- Notify other occupants of the shed and the Shed supervisor
- Trigger the Fire Alarm and shut down of all active machines
- Isolate power at the main Shed switchboard, if safe to do so
- The Shed Supervisor will Evacuate the Shed in-accordance with LMCS Evacuation procedure.

### Chemical Spills:

- Isolate the area by forming a barrier around the spill
- Advise other occupants in the shed and the Shed supervisor
- Trigger the Alarm and shutdown of active machines
- Isolate power at the main Shed switchboard, if safe to do so
- The Shed Supervisor will Evacuate the Shed and take action in-accordance with LMCS Spill procedures.

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## COMMERCIAL

### Insurance

The Town of Cambridge (TOC) insures the building structure, The LMCS provide insurance covering public liability, burglary or damage to the shed equipment and materials, voluntary worker's personal accident, and association liability.

There is limited benefit to a member who is injured in the shed. It is assumed any medical cost associated with an injury will be covered under the members personal Medicare or your private health insurance. There is no cover for payment of any gap costs. The policy does provide specific lump sum payments for certain "permanent loss of function" injuries and accidental death.

The insurance policy requires that you **must** be a financial member of the Shed, and that the member's activities are in accordance with the applicable Shed Safety Rules, Safe Working Procedures and the respective machine and/or tool user's guide.

### Relationship with the Town of Cambridge (ToC)

Cambridge Community Shed Inc. (operator of the Shed) leases the Shed from TOC. The Lease agreement requires that we:

- Cannot modify the structure of the building, add or remove fixtures etc. including making changes to electrical wiring without written approval from TOC
- Must maintain the internals of the building, and the equipment (fixtures) provided by TOC e.g., Hot water system, kitchen cabinets and W.C's etc
- Carry out planned maintenance activities as detailed in the lease agreement. The maintenance schedule will be posted on the Shed notice board.

## SHED SAFETY INDUCTION

### MEMBERS' SAFETY RESPONSIBILITIES

#### Safety Dress Code, when in the Shed:

- Do not wear loose fitting clothes in the Shed
- Always wear closed style footwear
- Tie-up or cover long hair.

#### Obey Warning signage, and respect safety barricades

Some activities in the Shed such as welding and metal griding could be harmful to you. Safety shields and barricades will be erected to keep you at a safe distance. Please respect them.

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## Personal Protection Equipment (PPE)

Members are expected to provide their own PPE (Australian Standard safety glasses: AS 1337.1 2010, ear protectors and face masks). If you have forgotten your PPE, ear plugs may be available at the office for a gold coin donation and other PPE may be available for purchase.

- Anyone entering and remaining within the shed work area **must** wear safety glasses
- Anyone working or close to noisy machinery **must** also use hearing protection
- If in a dusty environment wear an appropriate dust mask.

## Housekeeping

Effective housekeeping can help control or eliminate hazards in the LMCS. Poor housekeeping practices frequently contribute to incidents. Members are required to do the following:

- clean up as they go, avoiding off-cuts, spills and shavings being left on the floor as trip hazards
- return tools and work to the designated storage areas
- leave the work area tidy, clean and free of tools and workpieces
- Clean up spills immediately
- Be aware LMCS is on a septic sewage system – so be do not flush waste down the drain. If you are not sure ask
- Safety walkways must be always kept free, do not place anything to block walkways or obstruct fire extinguishers and equipment kill switches
- Please leave the kitchen and washrooms clean for the next user.

## Workshop Safety Rules

- Only operate equipment for which you have been safety accredited
- Machines may only be operated if at least two Members are present in the workshop
- Do not operate machinery or even enter the Shed whilst under the influence of drugs, alcohol, medication or if you are tired
- Do not operate machines or undertake any operation without wearing the appropriate PPE
- **DO NOT** approach the operator of a machine from behind, wait until they have completed their work process before gaining their attention - unless it is an unsafe work process in which case gain their attention when safe to do so
- Before you operate a machine, step back and assess any potential danger, check the area is clear, think through the operation you are about to undertake to make sure it is safe
- Ensure that area around machinery is clear from debris or anything that you may trip over
- Ensure safety guards are correctly fitted to all machines prior to start up
- If the machine is connected to a dust exhaust, make sure the dust extractor is turned on and working properly before starting the machine
- The machine must be at full speed before commencing any work
- Always keep your fingers and any other body parts at least 50mm from any moving machinery blades or cutters etc
- If at any time the work-piece jams immediately turn machine OFF. Do NOT attempt to remove workpiece until machinery stops
- At completion of job turn machine OFF and wait for all moving parts to **STOP** before removing workpiece

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- ALWAYS turn machine OFF at the machine and NOT at the wall switch. This is in case another member turns the machine on whilst you are working around the machine and it could start up causing injury
- Always turn off power before unplugging an electrical cord
- Turn dust extractor **OFF** and check that the gate is closed after the job has been completed
- Paints, acids, glues and solvents are to be used with all due caution to ensure the safety of others
- Employ safe lifting practices. Seek help for heavy or awkward lifts
- Exercise care when working at heights above 1m, have a second person hold the base of any ladder
- Maintain a safe distance from an operator using equipment
- Treated timber may not be brought into, worked on or disposed of at the shed
- CLEAN UP YOUR WORK AREA.

## Safety Training for Specific Tools & Machines

Before any equipment other than low risk hand tools (unpowered hand tools, hand electric drills, jig saws and hand sanders) may be operated by Shed Members, they must undertake safety and operation training and assessment on those machines or groups of machines.

To organise or book a training/accreditation session, please see the Shed Supervisor  
Shed Safety accreditation will be divided broadly into:

- **RED:** Woodwork – cutting (eg circular, table or band saws)
- **ORANGE:** Woodwork – rotary (eg routers, drill presses, planer/thicknesser)
- **BROWN:** Wood-turning
- **BLACK:** Metalwork – welding, cutting, grinding & turning
- **YELLOW:** Pottery (kilns etc)
- **BLUE:** Painting (spray equipment, solvents etc)
- **GREEN:** Completion of the General Induction and Shed Safety Induction

Appropriate PPE must be used by Shed members. Generally, these are to be supplied by each shed member, although specialised PPE (such as welding masks, aprons and gloves) will be provided by the Shed.

There may be a cost for welding training. This charge will help to cover the provision of metal test pieces, welding gas, welding wire and consumables.

Even though you have undertaken safety and basic instruction on specific tools or machine, you may still need help and advice from other members. If you are not confident, STOP and ask for help or advice from the Shed Supervisor or an accredited Shed Member.



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## Safe Work Procedures (SWP)

- SWP's will be developed for all machinery and equipment to protect operators from potential hazards
- They will form the basis for the safety inductions and may be used as reference.

## Reporting of hazards and near misses

- Immediate danger – **STOP** – report to Shed Supervisor- isolate the area/machine and **TAG OUT** to prevent further use
- Hazard/incident report form are to be completed for any hazards/incidents or any safety improvements identified
- Completed forms must be completed and signed by the Shed Supervisor who will pass on to the Safety Committee for action.

## STOP

Any member who observes unsafe work practices must insist those involved to **STOP**. The members involved in the work must stop what they are doing. The Shed Supervisor will determine if the work can proceed or not and the process for dealing with the concern – ie reference to the Safety Committee.

## Safety Documentation

All safety documentation will be kept in the Shed Office in the Safety Folder including:

- This general induction document, the Safety Management Plan and evacuation plan
- All safety procedures including the SWPs
- All Safety forms (eg Hazard reporting)
- All safety registers & reports (eg Chemical & dangerous goods register, incident & hazard close-out, audit reports, minutes of Safety Committee meetings).

## Shed Familiarisation

Undertake a tour of the shed facilities to gain an understanding of the shed environment to locate:

- Emergency Exits, Fire Extinguishers, toilets, eye wash area
- Woodshop, metal-shop, other craft areas
- Where to find the disposable ear plugs and to place your gold coin donation
- Location of first aid kit and defibrillator
- Meet the Shed Supervisors, and
- Location of Safety documentation.
- Machine Emergency STOP buttons

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## MEMBER ACKNOWLEDGEMENT

**MEMBERS TO COMPLETE THIS SECTION - PLEASE INITIAL EACH SECTION TO INDICATE YOUR UNDERSTANDING AND AGREEMENT.**

By becoming a member, you give permission to be contacted by LMCS by email, phone and text about Shed business and activities. This will be kept to a minimum.

Please ensure that you have disclosed any existing medical or mobility conditions for which assistance might be required. It is important that this information is kept up to date.

**Statement**

**Initialed as agreed**

I confirm that I have been provided with the Lake Monger Community Shed (LMCS) General Induction Booklet and each topic in the booklet has been explained to me. ....

I give permission for photos of me or my work to be used for LMCS publicity. ....

I understand that personal projects must be removed by me after 3 months if no significant work has been carried out. In that case I give the shed permission to dispose of the item (s) and any proceeds will be donated to the shed. ....

I understand that I am required to wear suitable PPE including safety glasses (**AS 1337.1-2010**) in accordance with the LMCS safety rules and SWPs. ....

I agree not to operate any equipment for which I have not yet been safety accredited. ....

**I agree to abide by the Shed rules and guidelines as outlined in the LMCS General Shed Induction:**

MEMBERS NAME: \_\_\_\_\_ BADGE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: / /

**Signature & Name of person conducting induction:** \_\_\_\_\_

**Member Details:**

Financial Member: YES/NO Support worker: YES/NO

Badge has been provided and induction record noted: YES/NO

# LAKE MONGER COMMUNITY SHED



## INCIDENT / INJURY / HAZARD REPORT (CIRCLE APPLICABLE)

Name of person completing this form: .....

*Please complete this form and give it to the Shed Supervisor*

<p><b>When</b> did the incident occur? <i>(date &amp; time)</i></p>	<p><b>Where</b> did the incident occur? <i>(eg kitchen, workshop, machine room, metalwork area, outside shed)</i></p>
<p><b>Who</b> was involved?</p>	<p><b>Describe injuries (if any)</b></p>
<p><b>Describe What Happened</b> or hazard identified</p>	<p><b>List any other witnesses</b></p>
<p><b>Describe first aid or action taken after the incident and by whom</b></p>	<p><b>How was the incident closed?</b> <i>(Eg patient to ambulance, taken home etc, machine tagged-out, barriers erected)</i></p>
<p><b>Form received by Session supervisor name, date &amp; time)</b></p>	<p><i>Name, date &amp; time - Organisations notified by supervisor (eg LMCS Safety Group, LMCS Committee, WorkSafe, Police, other)</i></p>

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## INCIDENT INVESTIGATION & FOLLOW UP (SAFETY COMMITTEE)

<b>Who is investigating this incident?</b>	
<b>Root Cause of incident or Hazard - Why did this happen?:</b>	
<b>Proposed preventative Action:</b>	
<b>Follow-up required?</b>	<b>Safety Issue closed out by:</b> (name, authority and signature)

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## EMERGENCY EVACUATION

This Emergency Evacuation Procedure Induction forms part of the Safety Induction.

### Please observe the following:

- Raise alarm and assist with contacting relevant emergency services as applicable
- Wait for verbal evacuation signal, however if you are in immediate danger, you must then head for the nearest safe emergency exit and then walk to the Muster Point
- Follow instructions from the Shed supervisor or responsible shed members
- Calmly evacuate the premises from nearest Emergency Exit
- Follow the evacuation routes shown in the diagram below to the Muster Point
- Locate and account for all staff, stay till your name is recorded as having safely escaped.

### Preparation for an Emergency Evacuation

- The emergency evacuation drills will be conducted at reasonable intervals
- Egress and walkways must be always kept clear
- Emergency exits from the Shed are clearly marked and must not be obstructed or locked
- The Shed is maintained in a clean and tidy condition to avoid hazards to people.

### Evacuation Diagram

