



General Shed Safety Induction

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GENERAL SHED 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

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. You will then be issued with a green badge 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
- Regular members' meetings at Lake Monger Recreation Club
- Shed toolbox talks and safety briefings during tea breaks
- Regular and adhoc social events
- The LMCS website lakemongershed.org.au or LMCS.org.au

Key Personnel

Lists are displayed near the front office detailing:

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

ACCESS TO THE SHED

The Shed will be open for designated sessions which are published on the website: lakemongershed.org.au/opening-times. The Shed will **NOT** be open at any stage (for operations) without a Shed Supervisor being present. With approval from the Management Committee, after hours Shed operations may be available for selected work.

Until a member has successfully completed the (this) General Induction, they are not able to use the Shed facilities, they are in effect, still a 'visitor'.

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Sign-In and Name Tags

For each visit to the Shed, you are required to sign in and sign out in the attendance book kept by the front door. Name tags for all members are kept on the board adjacent to the front door. You must wear your tag when in the Shed, your name tag may display a colour dot to denote which machines you allowed to use. For your own safety and to comply with our Shed insurance, you are not permitted to use machinery for which you have not been trained.

Visitors, Children and Animals

Visitors are welcome but must be always accompanied by a member who is 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 someone under 18 years old into the shed, 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.

Animals are not allowed in the Shed. If a member requires a service animal, please liaise with the Management Committee.

Carers

Carers must have their own insurance or become a member. Carers are subject to the same rules & accreditation as members regarding using Shed equipment.

OPERATIONS AT THE SHED

Type of Projects

- Personal projects: members provide their own materials and work on their project using shed facilities
- Community projects: the Shed carries out a service or builds something for a community group. All projects must be approved by, and costs negotiated by the Management Committee.
- Fund raising projects: items made by the members for sale by the Shed

The shed must be financially self-sufficient, so members are encouraged to contribute their efforts to fund-raising projects. If your personal project is likely to take up a lot of machine time, please liaise with the Shed Supervisor, so everyone gets fair access to the Shed equipment.

Materials

- In general members 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)
- All reclaimed wood must have all dirt and paint removed using a hand planer, scraper, or hand sander. The reclaimed wood must be checked for metal nails and screws using a metal detector before it is processed using Shed equipment. The Shed Supervisor must witness the metal detecting.

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Storage of Personal Materials and Work In-Progress

Materials and workpieces should be stored away either under workbenches or in the allocated storage racks and must be labelled with a tag detailing your name and the date the project started. Projects may only be stored for a maximum of two weeks without prior permission from the Supervisor.

Borrowing Tools

As a general rule, portable tools may be borrowed between sessions. 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 must be made good at the borrower's expense.

Tea Breaks

The tea breaks (at 10.30 and 2.30 each opening day) are good opportunities for fellowship and a time for safety & Shed briefings. All members should stop work and join in. Please ensure that all machines are made safe when work stops.

Issue Management

All members are expected to respect others and not use behaviour, actions or language which may cause offense or concern. 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, accident or emergency (and/or near miss) occurs, notify the Shed Supervisor immediately. In addition, Please notify the Supervisor if a machine is damaged, or you see something that you believe is unsafe. They will work with you to address the incident and help you complete an incident report.

ADMINISTRATION

Management

The LMCS is an independent association managed by a Management Committee of up to 9 members, which is elected at the Annual AGM. The Rule of the Association may be found here: lakemongershed.org.au/about-us

Relationship with the Town of Cambridge (ToC)

Lake Monger Community Shed Inc. leases the Shed from ToC. Under the lease, we may not modify the building, add or remove fixtures or make changes to electrical wiring without written approval. The LMCS is responsible for maintaining the interior of the building and the equipment (fixtures) and must carry out the planned maintenance activities, which are detailed in the lease agreement.

Insurance

The Town of Cambridge (TOC) insures the building structure, The LMCS has insurance cover for public liability, burglary or damage to the shed equipment and materials, voluntary worker's personal accident, and association liability. Further information on the Shed insurance can be found here: mensshed.org/for-mens-sheds/shed-insurance/



SHED SAFETY INDUCTION

MEMBERS' SAFETY RESPONSIBILITIES

All members are responsible for their own safety and the safety of other members and visitors. Please follow these simple guidelines.

Drugs, Alcohol, Medications, Tiredness and Smoking

- Alcohol or drugs are not allowed to be brought into 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 or vaping is not permitted in the shed or adjacent to shed entrances. Please move well away from the Shed before you smoke.

Safety Dress Code, when in the Shed:

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

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.

Personal Protection Equipment (PPE)

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

- Anyone within the shed woodwork or metalwork areas **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.
- specialised PPE (such as welding masks, aprons and gloves) will be provided by the Shed.

Housekeeping

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

- **clean up** as they go, do not leave off-cuts, spills and shavings on the floor as they are 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
- **Do not flush waste** down the drain as LMCS is on a septic sewage system
- Keep **Safety walkways clear**, do not block walkways or obstruct fire extinguishers and equipment kill switches
- Leave the **kitchen and washrooms clean** for the next user.

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Operational 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 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, check the **dust extractor is 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 away** from any moving blades or cutters etc
- If a **workpiece jams** - immediately turn the machine OFF. Do not attempt to remove the workpiece until machinery stops
- At completion of job turn machine OFF and wait for all **moving parts to stop** before removing workpiece
- ALWAYS turn machine **OFF at the machine** and not at the wall switch, to avoid the machine starting unexpectedly for the next user
- Always **turn off power** before **unplugging** an electrical cord
- **Paints, acids, glues and solvents** are to be used with 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
- **CCA Treated timber** may not brought into the shed
- **CLEAN UP YOUR WORK AREA.**

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Near misses / Hazards / Incidents & Accidents

- If there is immediate danger – **STOP** – report to Shed Supervisor- isolate the area/machine and **TAG OUT** to prevent further use
- Please complete an incident form – these are to improve the Shed safety and operations, not to assign blame. The Hazard/incident report forms should be completed by the member and signed by the Shed Supervisor who will pass on to the Safety Committee or other body for action.

STOP

Any member who observes unsafe work practices must insist those involved **STOP**. The members involved 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.

TAG OUT

Any member may **TAG OUT** equipment if they believe it should not be used until it is repaired. The tag should be marked with your name, reason for the Tag and the time & date. Tags may only be removed by the person who placed them, the Shed Supervisor or the Maintenance Team.

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.

Training/accreditation sessions will be advertised in the Newsletter. Shed Safety accreditation will be divided broadly into:

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

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 from the Shed Supervisor.

Safe Work Procedures (SWP)

SWP's are available 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.

Safety Documentation

All safety documentation will be kept in the Shed Office in the Safety Folder and posted to the LMCS website these documents include:

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

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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 |

Shed Location
146 Gregory St
Wembley 6014

Medical:

- The First Aid box is 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
- Raise 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
- Raise 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 act in-accordance with LMCS Spill Procedures.

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EMERGENCY EVACUATION

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

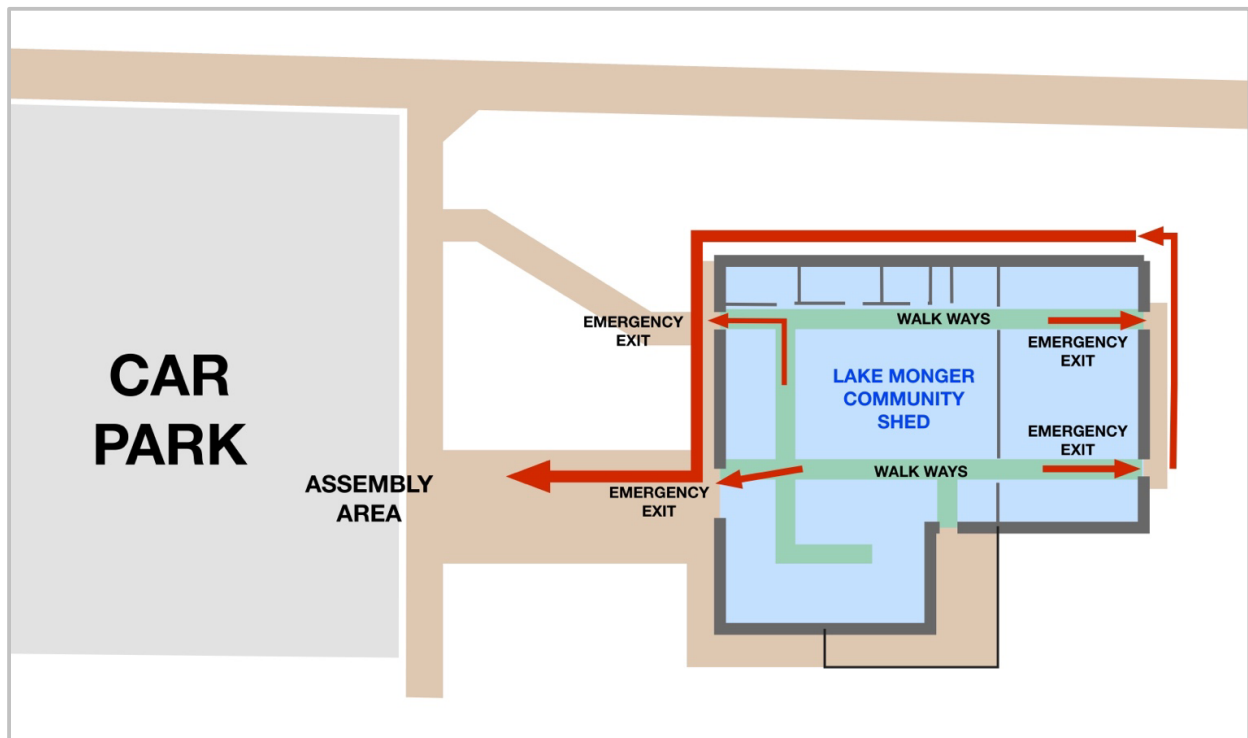
Please observe the following:

- 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



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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 document 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 or 1337.6**) 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 follow the directions of the Shed Supervisors and LMCS Management

I agree to abide by the Shed rules and guidelines as outlined in the LMCS General Shed Induction (and as amended from time to time):

MEMBERS NAME: _____ BADGE #: _____

SIGNATURE: _____ DATE: / /

Signature & Name of person conducting induction: _____

Member Details:

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

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NEAR MISS / INCIDENT / INJURY / HAZARD REPORT (CIRCLE APPLICABLE)

Name of person completing this form:

Please complete this form and give it to the Shed Supervisor

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

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