



# Induction and Work Health & Safety Handbook

Albury Women's Shed Inc

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 <https://www.facebook.com/AlburyWomensShed>

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 195 Corrys Rd, THURGOONA NSW 2640



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## INTRODUCTION TO HEALTH AND SAFETY AT ALBURY WOMEN'S SHED

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Welcome to Albury Women's Shed! We hope you'll find your time here rewarding and enjoyable.

You may have joined to meet new people, chat, or socialise, or you may be interested in participating in group workshops or working on your own projects. Whatever the activity.....



**The health, safety and wellbeing of members and visitors  
is our most important shared responsibility!**

Albury Women's Shed ('AWS' or 'the Shed') is committed to providing and maintaining a safe and healthy environment for members and visitors in line with requirements under the NSW Work, Health and Safety Act (2011).

Our policy is to make every practical and reasonable effort to prevent accidents and injuries and promote the health, safety, and wellbeing of people engaging in Shed activities.

***The AWS Health and Safety Policy requires members and the committee to:***

- Identify, list, and prioritise hazards.
- Assist in determining ways of eliminating, isolating and/or minimising hazards.
- Encourage safe work practices when using tools and equipment.
- Adhere to workshop safety rules, policies and procedures including the Albury Women's Shed *Code of Conduct*.

***All members and visitors must:***

- Observe and practice safe work methods.
- Promote and ensure a safe and healthy Shed community.
- Participate in activities in a way that ensures no action (or inaction) causes, or has the potential to cause, harm or hazard to another person.
- Report all hazards, accidents, incidents or near-misses without delay.

***Liz Cummins***

**President**

Composed with the assistance of the [Australian Men's Shed Association \(AMSA\)](#) and the Thurgoona Men's Shed policies in April 2021, updated in August 2022.

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## GENERAL SHED RULES

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### **ARRIVING AT THE SHED**

- Sign-in using the attendance book (legibly).
- Wear your nametag - available from the board in the lobby.
- Place your bag or personal items in the members room (or keep them on you) to reduce clutter and the risk of accidents in workshops or the hobby room.
- You may enter the workshops or hobby room, but avoid interfering or distracting members who are operating equipment.

### **STARTING AND COMPLETING PERSONAL PROJECTS**

- Discuss potential projects with the Operations Manager or committee before starting them to make sure they're suited to the Shed environment and match your skill level.
- If you wish to propose a new project, provide details to the Operations manager or committee so they can assess the suitability of your project. Include details about materials, tools/equipment, expected completion time, costs, and what support you may need from other members to complete the project.
- Don't leave projects on benches in the workshop or hobby room without prior approval, to avoid them getting damaged or being thrown out.
- Store your projects in appropriate locations (e.g. styrofoam boxes in the hobby room or in a shipping container). Ask the Operations Manager or committee if you're unsure.

### **FINISHING FOR THE SESSION**

- Down tools *at least 15 minutes before each session ends* to allow time to clean and pack up.
- Leave your workspace clean and tidy before walking away.
- Place rubbish in appropriate bins.
- Ensure that machines and powered hand tools are switched off.
- Clean any equipment you have used and the surrounding floor area to remove debris and/or sawdust. Ensure you use appropriate tools and techniques that minimise dust (e.g. brush, sweep, vacuum etc.).
- Return tools and equipment to the appropriate storage location.
- Ensure that paints and other chemicals are returned to the appropriate storage area (e.g. chemical storage area). They must not be left on or under benches or tables.
- Do not decant chemicals into unlabelled containers to avoid poisoning or contamination.
- Do not dispose chemicals (e.g. paint, glue, finishes or thinners) into drains or toilets.
- **Before leaving the Shed:** sign-out of the attendance book indicating what time you left and return your name tag to the rack.

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## GENERAL SAFETY REQUIREMENTS

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**The safety of everyone at the Shed takes precedence over all other considerations, *without exception.***

Under New South Wales law, the committee and management have a duty of care to provide a safe working environment and safe work systems. To ensure we're meeting these obligations, you must:

- Advise the committee and management of any safety hazards or problems that you come across as soon as practicable.
- Take care to ensure the health and safety of others who are on the premises including other members, workers, family or visitors.
- Cooperate with our health and safety program and comply with the requirements to protect your own safety and the safety of others.
- Ensure that the safety of visitors and contractors (and any person) who enters the Shed takes priority over all other considerations.
- Ensure that no food or drinks are consumed in the workshop areas or hobby room.

### ***GENERAL HEALTH & SAFETY GUIDELINES THAT MUST BE ADHERED TO***

- **If in doubt, ASK!**
- Follow and obey all instructions and safety signage in the Shed.
- If you see hazardous, risky, or dangerous behaviour or activity – report it to the Operations Manager or Committee immediately.
- Always use safe working practices (e.g. when lifting or moving heavy objects, following machine safe operating procedures).
- Use the appropriate personal protection equipment (PPE) for the job.
- Do not take unnecessary risks and avoid distracting others. Horseplay will not be tolerated, and unsafe behaviour may result in limits being placed on your membership.
- Know emergency procedures and location of safety equipment (e.g. extinguishers, first-aid kits).
- **Handle chemicals with care** - read labels, follow instructions & check Materials Safety Data Sheets (MSDS – available in Office).
- **Working alone**
  - Do not undertake any activity in any area of the Shed on your own
  - This helps to reduce the risk of harm or injury to you or another member in the event of an accident or incident.

- **Machines and equipment**

- Only use tools, equipment, and machines for their intended purpose.
- Do not operate machines/equipment that you are not authorised to use including machines that you have not been assessed as ok to operate.
- Do not adjust, alter, or repair equipment unless authorised to do so.
- Do not operate faulty, broken, or damaged equipment or machines.
- Immediately stop using and tag out broken, faulty, or damaged machines/equipment. Tags must remain in place until an authorised person has deemed the equipment safe to use.
- Report all equipment failures, faults and tag outs to Operations Manager or committee immediately.

- **Near miss, accident, and incident reporting**

- Report and record all near misses, accidents or incidents (regardless of how minor) on the day.
- Incident Forms are available in the woodwork room (near first-aid kit) or can be provided by a committee member, the Operations Manager, or the person in charge of opening/closing the shed.
- Email a clear photograph or copy of any completed incident reports to [alburywomensshed@gmail.com](mailto:alburywomensshed@gmail.com) |

**Always look out for hazards - remove them, guard against them, and warn others about them!**

**Working 'SAFE'**

- **S**pot the Hazard
- **A**ssess the Risk
- **F**ix the Problem
- **E**valuate Results

**Remember**

- **ELIMINATE**
- **ISOLATE**
- **MINIMISE**

**SAFE CLOTHING REQUIREMENTS**

Ensure that your clothing does not pose a safety risk and minimises the chances of an accident or injury. Clothing requirements include:

- Suitable enclosed footwear (with heavy duty covering such as leather)
- Tough overalls, long-legged trousers, or shorts that cover the top of legs
- Comfortable shirt – button long sleeves at wrist or sleeves roll-up to avoid tangling, snagging or getting caught in equipment.
- Avoid loose/'floaty' clothing that could get caught in equipment and ensure cords, toggles etc. are tucked away.
- Do not wear earrings, necklaces, bracelets, or jewellery that could get caught in equipment.

- Tie long hair back or wear a cap/hairnet to avoid hair getting caught in equipment.
- Do not wear gloves when operating machines or equipment as they pose a significant risk of pulling hands into equipment.



**Volunteers or Committee can refuse you entry if you fail to meet safe clothing and footwear requirements.**

## ***HYGIENE REQUIREMENTS***

Good hygiene reduces the risk of illness due to infections or contamination with hazardous substances. AWS members and visitors to the facility should:

- Comply with local, state, and federal public health orders, requirements, rules, and protocols.
- Maintain physical distancing where possible.
- Use hand sanitiser or wash your hands before entering and at regular intervals.
- Wash your hands well before and after eating or drinking.
- Wash hands well after handling glues, solvents, paints, or other chemicals.
- Keep up to date with vaccines including tetanus shots.
- Do not come to the Shed if you're feeling unwell.



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# MANUAL HANDLING GUIDELINES

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Correct handling of materials, equipment, tools, and chemicals helps reduce the risk of hurting or injuring yourself or someone else. You must follow the guidelines below when performing manual handling tasks.

## ***PRINCIPLES OF MANUAL HANDLING***

- Assess the task. Determine the safest and best technique for performing the task by considering the rest of the principles altogether.
- Plan...how you will approach the task.
- Position your feet.
- Get a secure grip.
- Keep the load close to the body.
- Maintain good posture throughout the procedure.
- Use the leg muscles.
- Use body momentum.

## ***FOR LIFTING, LOWERING, OR CARRYING LOADS ADHERE TO THE FOLLOWING GUIDELINES:***

- When doing seated work, it is not advisable to lift loads more than 4.5kg.
- The risk of back injury increases with objects above 16-20kg, therefore from a standing position, it is advisable to keep the load below this range.
- Mechanical lifting and/or team lifting should be used to reduce the risk of injury with heavier lifts.
- No person should be required to lift, lower or carry loads above 20kg unless mechanical assistance or team lifting are provided.
- Safe handling practices for tools and equipment should be based on manufacturer's specifications (see Committee if you'd like a copy of machine or equipment manuals)

## ***IDENTIFYING HAZARDOUS MANUAL TASKS***

A hazardous manual task is where you have to lift, lower, push, pull, carry, hold or restrain something. It can include (but is not limited to):

- repetitive movement
- repetitive or sustained force
- high or sudden force
- sustained or awkward postures
- exposure to vibration.

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## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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PPE is anything you use or wear that reduces health and safety risks. PPE is essential to keep you healthy and safe and using PPE incorrectly can have serious consequences to yourself or others.

### ***EXAMPLES OF PPE YOU SHOULD USE***

- *Earmuffs or ear plugs* – where noise is a problem and when working in high noise areas.
- *Eye protection* (safety glasses, spectacles, safety goggles) – to protect eyes from dust and foreign objects.
- *Work gloves* – when handling second hand timbers to avoid splinters or irritation. **Do not wear gloves while operating machines/powered equipment as they post a significant risk of entanglement and injury.**
- *Disposable gloves* – when using and handling glue, paints, solvents, or other chemicals.
- *Dust mask/respirator* – where dust or fumes are a problem including when other people are creating dust. **Timber and other dust is known to cause cancer! Ensure you wear the correct mask for the job and that it fits well (see next page).**

### ***USING AND ACCESSING PPE***

- PPE is provided for your use (drawers in wood workshop and hobby room).
- Consider buying your own PPE for hygiene reasons – can be stored at the Shed.
- Use PPE as instructed – ensure it fits well and is right for the job (see info below).
- Do not use broken or ill-fitting PPE.
- Alert Operations Manager or Committee if PPE is unavailable or broken.
- If you're unsure about where to find PPE or how to use it, ask Operations Manager or Committee.



## PPE AND WARNING/RISK SIGNAGE

- Familiarise yourself with PPE and warning signage in the Shed.
- Each machine includes safe operating procedures (laminated info sheet) that includes the PPE requirements for that machine.



Source: <https://www.safeopedia.com/images/uploads/6bdc743f-5d37-46d9-a076-653f25ebb276.jpg>



Source: <https://www.safeopedia.com/images/uploads/6bdc743f-5d37-46d9-a076-653f25ebb276.jpg>

## AUSTRALIAN STANDARD



- Any PPE that you use at the Shed (supplied by you or AWS) must meet the Australian Standard for the work you are doing. *Ensure that your PPE meets the standard by checking for the Five Ticks 'Certified Product' Standards Mark.*

## RESPIRATORY HAZARDS AND PROTECTION

- You must use appropriate personal respiratory protection anytime you're creating a lung hazard (e.g. dust, fumes, mist, gas, vapour) or when you're working in an area where another person is creating the hazard.
- You must wear appropriate personal respiratory protection in any area of the shed where there is a lung hazard including outside, in the hobby room, and in wood/metal work rooms.
- Respiratory protection must also be worn when cleaning equipment/tools creates a lung hazard (e.g. sawdust when sweeping/vacuuming woodworking equipment), this includes being in room when someone else is creating the hazard.

The images below describe different types of respiratory hazards, different types of respiratory protection and when they're used.

There are **4** types of respiratory protection



Disposable Mask



Half Face Respirator



Full Face Respirator



Powered Air Purifying Respirator

Source: <https://stratex.com.au/downloads/resources/Breathe-Easy-Respiratory-Health-infographic.pdf>

There are **4** types of hazards eyes can be protected from during different situations



### Particle Hazard

#### Hazards Types

- Dust
- Mist
- Fumes

#### Work Type

- Sawing
- Grinding
- Welding Fumes
- Bushfire Smoke



Disposable Mask



Half Face Respirator



### Gas & Vapour Hazard

#### Hazards Types

- Dust
- Mist
- Fumes
- Gasses & Vapour

#### Work Type

- Painting
- Grinding
- Printing
- Mining



Half Face Respirator



### High Risk Hazard

#### Higher levels of

- Dust
- Mist
- Fumes

#### Work Type

- Chemical Handling
- Petroleum
- Steel
- Pharmaceutical



Full Face Respirator



### High Risk Hazard

#### Higher levels of

- Dust
- Mist
- Fumes
- Gasses & Vapour

#### Work Type

- Pharmaceutical
- Food Manufacturing
- Foundries



Powered Air Purifying Respirator

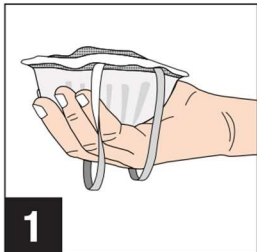
## RESPIRATORY PROTECTION DEVICES

- Respiratory protection devices are classified as P1, P2 or P3 in accordance with Australian Standards.
- The higher the P-number the greater the filtering efficiency and level of respiratory protection of the mask.
  - **P1 masks** - protect against mechanically generated dust and particles (e.g. particles from crushing, grinding, drilling, sanding and cutting).
  - **P2 masks** - protect against mechanically generated dust and particles as well as thermally generated particles (e.g. smoke and metal fumes).
  - **P3 masks** - full face piece masks that protect against highly toxic or highly irritant substances.

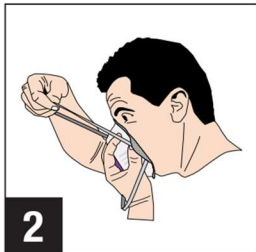
CLASSIFICATION	EFFICIENCY	EXAMPLES OF CONTAMINANTS/USES
P1	80% (particles to 1µm micron = 0.001mm size)	Dusts
P2	94% (particles to 0.3µm micron = 0.0003mm size)	Toxic dusts including asbestos, welding fumes
P3	99.95% (particles to <0.3µm micron = less than 0.0003mm size)	Toxic dusts including asbestos, welding fumes, full face and powered air performance at P3 only

## FITTING A DISPOSABLE MASK

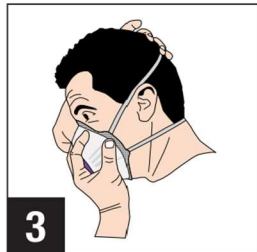
### HOW TO CORRECTLY FIT A DISPOSABLE MASK



**1** Hold respirator in hand with moulded nose contour (narrow end) at fingertips. Allow head-straps to hang below hand.



**2** Place respirator against your face with the nose-piece on the bridge of your nose.



**3** Place the top strap high on the back of your head. Move the bottom strap over your head and position it below your ears.



**4** Use both hands to mould the nose-piece to the shape of your nose for a secure, comfortable fit.



**5** Test the fit. Cup both hands over the respirator and exhale strongly. If airflows around your nose, tighten the nose-piece. If air escapes around the edges, reposition the straps for a better fit.

Source: [http://prochoicesafetygear.com/wp-content/uploads/2021/07/PRO\\_Respiratory-Protection-Safety-Guide-.pdf](http://prochoicesafetygear.com/wp-content/uploads/2021/07/PRO_Respiratory-Protection-Safety-Guide-.pdf)

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## OPERATING AND MAINTAINING TOOLS, MACHINES AND EQUIPMENT

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- The Shed has impressive tools, machines, and equipment for you to use!
- Using tools, equipment and machines comes with significant responsibility due to the risk of injury or accident to yourself or someone else.



**You must only use powered machines and equipment that you've been assessed and signed off as ok to operate.**

**Failure to abide by this rule may result in your membership being suspended or terminated.**

### USING MACHINES, TOOLS AND EQUIPMENT

*All members must:*

- Attend instruction and competency assessment session(s) for the machines/equipment they wish to use.
- Be assessed as competent in using machines/equipment by an authorised person before using that machine/equipment.
- Read and understand the safety precautions, operating procedures and PPE requirements on machines/equipment before each use.
- Never work alone in any area of the shed (e.g. workshop/outside/hobby room).
- Always work alongside a buddy in close vicinity when operating tools/machines/equipment.
- Immediately stop using and turn off (at on/off buttons and power outlet) any tools/equipment/machines that malfunction, break, have issues, blockages or conditions that impact their safe and effective operation.
- Immediately tag out any tools/equipment/machines that malfunction, break, have issues, blockages or conditions that impact their safe and effective operation and report to Operations Manager or Committee.
- Immediately turn off (at machine and power outlet), tag out and report (to Operations Manager or Committee) any tools/machinery/equipment that have broken or damaged guards or where exposed moving parts pose a safety risk or hazard.
- Only operate machines/equipment according to instruction and assessment they have received.
- Only operate machines/equipment in accordance with safe operating procedures and manuals for that machine/equipment including adhering to mandatory PPE requirements.
- Seek assistance if unsure about how to use equipment and report problems to the Operations Manager or a committee member.
- Adhere to all Shed safety guidelines, signage, manuals, rules and procedures at all times.

*All members must not:*

- Use any tools/equipment/machines that they have not been assessed as competent to use.
- Use any tools/equipment/machines in other ways or to perform functions outside of what they have been shown and assessed as competent to do.
- Use tools/equipment/machines outside of their intended purpose and/or outside of safety and operational guidelines.
- Operate tools/equipment/machines that are broken, have issues, are faulty, damaged, blocked, without guards and/or safety devices, or any other conditions that impact their safe and effective operation.
- Operate tools/equipment/machines on their own, without a buddy close by or in the same room.
- Be under the influence of alcohol or other drugs when attending (or be asked to leave).
- *Visitors* - must not operate any equipment/tools/machines unless authorised by committee.

## **IMPORTANT NOTES – EQUIPMENT OPERATION**

- **Dust extraction system**
  - Must be switched on and operational when using tools/machines/equipment that is connected to the system.
  - Ensure the gate/inlet is open for the machine you're using
  - To maximise efficiency, it's advisable to close the gates/inlets on other machines connected to the system that aren't in use.
  - *Mitre/drop saw*: with the machine switched off (at power outlet), check that there is no sawdust blocking the inlet to the dust extractor. It may need to be manually cleaned to run efficiently.
- Never leave tools/equipment/machines running if you move away to perform another task.
- Turn machines off at power outlets (where possible) when you have finished for the day.

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## BEING READY FOR EMERGENCIES

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**In the event of an emergency, you should be familiar with the site emergency and evacuation procedures.**

### **IF THE EVACUATION ALARM IS SOUNDED OR ADVISED OVER PUBLIC ADDRESS SYSTEM (PA)**

- Proceed to the Emergency Assembly Point (see map).
- Fire Warden or designated person to conduct head count to account for members in attendance.
- Remain at the Emergency Assembly Point until the Emergency Services give the ALL CLEAR.

### **IMPORTANT EMERGENCY INFORMATION**

- Medications – please inform Operations Manager or committee if you're on any medication or if you have an illness that may impact your safety at the shed (or allow us to give this info to emergency services).
- Learn the current first-aid certificate holders.
- **Know the location of:**
  - Fire extinguishers
  - First aid kits
  - Spill kits
  - Defibrillator
  - Emergency exits
  - Evacuation assembly area
  - Materials Safety Data Sheets (MSDS).



# EVACUATION DIAGRAM AND MAP



## IN CASE OF FIRE

Thurgoona Men's Shed



## EVACUATION PLAN

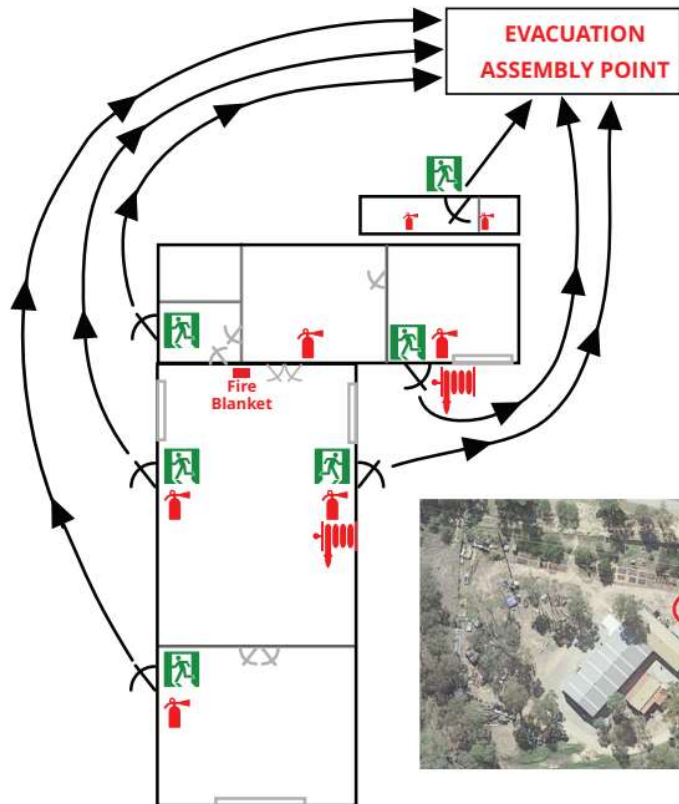


**R**  
**RESCUE/REMOVE**  
Rescue any people in immediate danger (only if is safe to do so)

**A**  
**ALARM**  
**Raise the alarm**   
Ring the Fire Brigades on **000**  
Notify others

**C**  
**CONTAIN**  
If practicable, close all doors and windows to contain the fire

**E**  
**EXTINGUISH**  
Try to extinguish the fire using appropriate fire fighting equipment (only if it is safe to do so)



File Fire2 7/11/2020

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## **GRIEVANCES**

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### **STEP 1: ATTEMPT TO RESOLVE IT PRIVATELY**

- Attempt to resolve the issue, calmly and respectfully between yourselves (outside or away from the Shed).
- Do not involve other members, volunteers or the Operations Manager.

### **STEP 2: REQUEST ASSISTANCE**

- If you're unable to resolve the issue privately (step 1), request assistance from a committee member.

### **STEP 3: FORMAL COMPLAINT**

- If requesting assistance from a committee member is unsuccessful (step 2), you may lodge a formal complaint.
- Please note that formal complaints should only be considered a last resort, or for serious conflicts only.
- If it's a personality conflict, you will find a lot of valuable information online to assist you with this.



<b>Version</b>	<b>Author/Editor</b>	<b>Date</b>
V1	Brenda Smith – initial preparation	2018
V2	Erika Cross – update to provide more detail	6/06/2022
V3	Liz Cummins – updated to include additional safety info, remove daily session fees Karen Filo – spelling, grammar and punctuation corrections, formatting and style consistencies	6/6/2023
V4 (with tracked changes)	Erika Cross - updates to wording and questions regarding first-aid trained opening/closing volunteers.	6/6/2023
V5	Erika Cross – wording updates for clarity/conciseness and minor formatting changes.	15/06/2023