



# North Balwyn Community Men's Shed

Member – Australian Men's Shed Association



## Rules, Policies & Procedures

### 1. Attendance

- 1.1 Be sure to sign in and out of shed.
- 1.2 There must be a minimum of 2 persons in the shed to operate machinery.
- 1.3 Members must treat the shed and surrounds as a work area.
- 1.4 Members will abide by any reasonable directive from shed manager or committee member.
- 1.5 It is not normally appropriate for children and pets to attend the shed.

### 2. General Safety Issues

- 2.1 Members are responsible for their own safety and the safety of others and must take all reasonable steps to ensure that the shed is a safe working environment.
- 2.2 Members must comply with any health and safety requirements as set by the committee.
- 2.3 Keep access ways clear of equipment.
- 2.4 Request assistance when lifting awkward and/or heavy equipment.
- 2.5 If you have an ailment or disability that is likely to affect your own or others safety when working in the shed or around tools or equipment, report that to the shed supervisor.
- 2.6 Do not use machinery while under the influence of medication, alcohol or non-prescription drugs.
- 2.7 The shed is a designated smoke free zone, thus no smoking is permitted.

### 3. Use of Machinery

- 3.1 Only operate machinery if you have been authorised by the shed supervisor, or if you are an authorised user.
- 3.2 Do not use electrical equipment in damp areas.
- 3.3 Do not remove machinery guards or operate machinery without guards in place.
- 3.4 Turn off all machinery when not in use.
- 3.5 Replace all tools to their allocated position after use.

## 4. Unsafe Machinery

4.1 Do not operate any machinery or tools that are unsafe.

4.2 Report any machinery or tools that are unsafe.

4.3 Any defective machinery is to be quarantined for future repair.

## 5. Closing Up

The last person leaving will:

5.1 Follow the displayed instructions.

5.2 Ensure that all machinery and lights are turned off.

5.3 Check and lock all doors and ensure the building is secure.

## 6. Finances

6.1 The members will be asked to contribute a fee per attendance subject to rule 6.2.

6.2 There is recognition that at times this may create financial stress for some members on fixed retirement incomes so the voluntary aspect is a key factor.

The shed supervisor may determine that no attendance fee be charged in such cases.

The underlying principle is that: **We would rather have you than your money.**

# Policy and Procedures

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#### **STATEMENT OF PURPOSE:**

The objects of the Association are to advance the health and well-being of our members by providing a safe and happy environment where skilled and unskilled men can, in the company of other men,

- 1) Pursue hobbies, pastimes and interests
- 2) Learn new skills, practice and pass on old skills
- 3) Learn about their own and other men's health and well-being
- 4) By their efforts, contribute to their families, their friends, the Association and their community
- 5) Mentor younger men
- 6) Members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

#### **THE PRINCIPLES**

The fundamental ethical principles that form the basis of the North Balwyn Community Men's Shed Code of Conduct are:

- 1) Respect for the law and the constitution, rules and procedures of North Balwyn Community Men's Shed (NBCMS);
- 2) Respect for persons
- 3) Integrity

- 4) Diligence
- 5) Economy and efficiency and,
- 6) Respect for the environment and sustainability

## **1. Respect for the Law and the rules of the NBCMS**

- North Balwyn Community Men's Shed members, in common with all citizens, have an obligation to observe the laws of the state and the commonwealth.
- Members are required to comply with the constitution, rules and procedures of North Balwyn Community Men's Shed (NBCMS)
- 2. Respect for Persons
- North Balwyn Community Men's Shed members are expected to treat other members and members of the community equitably and with respect.

### **This involves:**

- Courtesy and responsiveness in dealing with others.
- Fairness in supervising and dealing with others.
- Making decisions that are procedurally fair to people.
- Avoiding discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion, marital status, age or political conviction.
- An awareness of and respect for cultural difference.
- Engaging in rational debate and allowing alternative points of view to be expressed.
- Avoiding behaviour which might reasonably be perceived as harassment, bullying or intimidation.
- Encouragement of independent learning in the teaching role.

## **3. Integrity**

- Men's Shed members should be honest in carrying out their duties, and avoid conflicts between their private interests and NBCMS responsibilities with respect to:
  1. Personal relationships
  2. Sexual relationships
  3. Financial relationships
  4. Receipt of gifts
  5. Outside work
  6. Use of confidential information obtained in the course men's shed duties
  7. External activities and public comment

## **4. Diligence**

Members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially.
- Seeking to attain the highest possible standards of performance.
- Exercising care for others in employment-related activities.
- Ensuring outside extraneous interests don't interfere with a member's official duties or responsibilities.
- Adhering to professional codes of conduct where applicable.
- Members are encouraged to report fraud or corrupt conduct to appropriate authorities.

## **5. Economy and Efficiency**

- Members should use men's shed resources only for legitimate men's shed purposes.
- Members should avoid waste.
- Members should maintain adequate security over men's shed property, facilities and resources.

## **6. Respect for the environment and sustainability**

- North Balwyn Community Men's Shed (NBCMS) supports sustainable development of global resources and will meet or exceed applicable regulations and standards.
- NBCMS will establish and adhere to environmentally sound policies and practices.
- NBCMS will educate and encourage our members to work and use all equipment in environmentally responsible ways.
- NBCMS will take effective steps to continually increase the natural resources efficiency and cleanliness of our shed.
- NBCMS will offer leadership and support to industry and community initiatives that share our commitment to the environment.

## **2.2 OPERATING RULES**

### **1. HEALTH and HYGIENE**

Good personal hygiene will help reduce the risk of illness due to infections or contamination with hazardous substances that you may be exposed to.

- Ensure you wash your hands before eating and drinking.
- Have regular checkups with your GP
- You should keep up to date with immunization programs: particularly your influenza and tetanus shots

## **II. DAILY VISITS TO THE SHED**

- When you arrive at the shed please sign the attendance book, provide a financial contribution (as determined from time to time) and make the shed supervisor aware of your presence.
- If you do not have an activity to work on, he may be able to introduce you to a group or a project that you may like to join.
- Please note, should you feel at any time that your skills level is not adequate to the activity being undertaken you should bring this to the attention of the shed supervisor. Health and safety comes first in the shed.
- If you do have a project to carry on with, sign in and make the shed supervisor aware of your presence – let him know that you are ready to carry on with your activity and check with him that the equipment and resources you wish to use are ready and available.
- Should you prefer instead to have a coffee/tea and a chat to others at the shed please feel free to do so. We would ask only that in the interests of safety that you do not interfere with any person operating machinery and that you do not take food and/or drink into the working area.

### **111. WORK CLOTHES**

You are expected to come to the shed dressed in suitable clothing that does not pose a safety risk. This includes:

1. Suitable enclosed footwear – thongs or open sandals are not appropriate.
2. Tough overalls or long leg washable trousers or sensible work shorts.
3. Comfortable shirt – long sleeves should either be buttoned at the wrist or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials.
4. Shirts should be tucked into trousers and there should be no loose clothing which could be caught in machinery- e.g. Cords of jackets etc.
5. Cap or other means to contain long hair such that it will not be caught in moving machinery.

#### **IV. MACHINERY OPERATION**

- Do not operate machinery unless guards and/or safety devices are in place.
- If you are not familiar with a piece of equipment read the operating instructions and seek help before using.
- Should any equipment or machinery become jammed or cease to function, the operator should NOT under ANY circumstances attempt to clear an obstruction or in any way attempt to fix a problem without first turning the machine off and rendering it safe.
- Seek assistance and report the problems to the shed supervisor or committee member.
- See the shed supervisor or committee member for keys to locked guards and covers.
- All lifting equipment should be lowered to the ground when not in use.
- Personal protection equipment (PPE) gear supplied must be used as appropriate to suit activity being carried out.
- Where required, the dust extractor is to be activated and blast gates opened/closed as appropriate for the machine being used,
- Member's children or visitors are not to use any equipment unless authorised to do so by the shed supervisor or committee member in conjunction with the project officer and under constant supervision by a competent adult.

Periodically, all machinery and equipment will be checked and faults (if any) reported to management by way of maintenance sheets.

Any person, member or visitor suspected to be under the influence of drugs and/or alcohol will be asked to leave the premises without delay and this will be recorded in the incident book for follow up action.

#### **NOTE:**

Due to the inherent risks imposed by use of machinery and /or chemicals, no activity involving their use will be sanctioned at the shed unless a minimum of two (2) people are present during their use. Before starting any machine, your daily check list must include a check of safety features. These include checking equipment condition and guards.

DO NOT leave any machine running while you move away to perform another task

STOP the machine before walking away.

#### **VI. MACHINERY MAINTENANCE**

- You should report to the supervisor all malfunctions or conditions likely to affect the safety of the operation which cannot be repaired before operation. This includes guards that are damaged or where there are exposed moving parts of machines causing safety hazards.
- Whenever you remove a guard to undertake machinery maintenance or to clear a blockage you must ALWAYS turn off machinery at the power outlet first. Replace the guard at completion of repairs or before restarting the machine.
- Details of any machinery maintenance required must be entered in the maintenance book kept in the meeting room.

## **VII. NEW PROJECTS**

- If you have a new project that you would like to introduce to the shed, discuss it with the shed supervisor and have a project request sheet drawn up for evaluation. Include as many details as possible such as materials required, machinery needed, manpower to be used, when to start, time to complete and any other details which you feel may be relevant. The project will be reviewed by the committee and a decision made whether to go ahead or not.
- Do not begin a project without approval and a project request sheet completed and signed off.
- Do not use expendables/consumables such as timber, nails, and screws etc. unless they have first been allocated to your project.

## **VIII. FINISHING FOR THE DAY**

- When you are ready to leave for the day, please clean the area where you have been working. **IF IT'S CLEAN WHEN YOU ARRIVE, IT'S CLEAN WHEN YOU LEAVE.**
- Any pieces of rubbish should be put into the garbage bin, brush down any machinery you have used, sweep up sawdust or other cutting debris in the area and **PLEASE MAKE SURE THAT POWER TOOLS ARE TURNED OFF** at the power point and unplugged as well to ensure they are not live.
- Timber offcuts that are to be discarded are to be sorted into recyclable and non-recyclable items and placed in different garbage bins. For example, MDF or particle board offcuts would be considered to be non-recyclable.
- Hand tools should be returned to where they came from.
- Loose leads should be coiled and left in the storage provided.
- Chemicals e.g. paint, thinners etc., should be taken back to the chemical storage cupboard. Please do not leave under benches. Always close the cupboard door.
- When you are satisfied that the area is being left in good condition, let the shed supervisor know that you are leaving and as you go, sign off in the attendance book.

## **3. HEALTH AND SAFETY**

### **I. Health & safety code of conduct**

1. Follow and obey all instructions and safety signage for the shed. If in doubt about instructions and signage, please ASK.
2. Report immediately any practice which you think might cause damage to equipment or injuries to anyone in the shed or any condition that you consider to be a hazard.
3. Whenever an accident or incident occurs, regardless of how minor, report and record it on the day of the occurrence in the accident/incident book provided next to the first aid kit.
4. **ALWAYS** use the correct tools and equipment for the activity being undertaken and use them as safely as possible. If unsure, then please ask.
5. Do not adjust, alter or repair equipment unless authorised to do so. Equipment failures and/or breakages must be brought to the attention of the Members will be required to bring to the

attention of the shed supervisor if they are unable to read and understand English language signs without delay.

6. Use approved personal protection equipment (PPE) as necessary for the activity being undertaken.
7. Keep PPE correctly maintained and in good working condition.
8. Do not take risks in the shed. Avoid distracting others while they are working. Horseplay will not be tolerated at any time in the shed.
9. Use safe working practices; e.g. when lifting or moving heavy objects, ALWAYS GET HELP WITH HEAVY LOADS.
10. Know the emergency procedures, location of fire extinguishers and their use.
11. Maintain safe work practices and keep yourself and others safe.
12. Handle all chemicals with care. Read the labels and follow the instructions.

## **II.LEGAL REQUIREMENTS**

In Victoria, shed health and safety is governed by a system of laws, regulations and compliance codes which set out the responsibilities of employers and workers to ensure that safety is maintained at work. These also apply to community organisations like NBCMS Inc.

In order to help us meet these obligations you are expected to advise management of any safety hazards or problems that you come across.

- The same law requires that you must take care to ensure the health and safety of others who are on the premises including other workers, family or visitors
- You are also required to co-operate with our health and safety program and comply with the requirements to protect your own safety and the safety of others

## **THE SAFETY OF THE PEOPLE IN THE SHED TAKES PRECEDENCE OVER ALL OTHER CONSIDERATIONS WITHOUT EXCEPTION.**

## **III.PERSONAL PROTECTION EQUIPMENT POLICY**

### **A. Use of Protective Clothing and Equipment.**

Protective clothing and equipment is provided for your use. These should be used as instructed and kept clean and in good order. You must let the supervisor know if protective equipment is damaged, is not available or if you are having difficulty in using the equipment provided.

Examples of protective equipment to be used include:

- Ear muffs or plugs where noise is a problem
- Helmet for head protection (falling objects)
- Eye protection when grinding etc.
- Dust mask when working with saws, grinders etc.
- Goggles and special welding protective clothing in the workshop
- Good general work gloves should be worn when doing manual work



- Hairnets or caps to prevent hair tangling in machinery
- Protective clothing relevant to the job being done in the shed

## **B. Hearing and Eye Protection**

- All members shall be issued with ear muffs and safety glasses. These are to be worn whenever they are in the shed workshop and/or machine room.
- Members shall be assigned a place where this equipment will be stored.
- Members are required to ensure their equipment is kept clean and in good working order.
- Damaged equipment should be given to the shed supervisor for replacement.
- Visitors must use the safety glasses and ear plugs provided by the supervisor.

## **C. Hand Protection**

- Gloves must be worn to protect against abrasions, hot/cold surfaces, electric shock, infections, disease, contamination and vibration.
- Gloves must be worn when handling hazardous substances in accordance with the Material Safety Data Sheets (MSDS's).
- Damaged or worn gloves must be replaced as soon as possible.
- Don't wear gloves when operating equipment where gloves may be caught.
- Hand protection must be worn when signs are displayed.
- General gloves are kept in the safety store cupboard provided.
- Welding gloves are located in the metal working area.
- Disposable rubber gloves are located in the so marked drawer in the Meeting Room.

## **D. Eye Protection**

- Basic eye protection is to be made available.
- It must be worn when eye protection signs are displayed.
- Appropriate eye protection must be worn when welding. Welding shields are in the welding area.
- A wood machinery face shield may be used instead of safety glasses. These are located at the lathe and grinder and in the safety equipment cupboard.
- Eye protection must be worn to protect against UV radiation.
- Eye protection must be cleaned and maintained regularly.
- Scratched or damaged eye protection must be disposed of and replaced.
- Where there is a possibility of eye protection falling off, a head strap or lanyard must be worn.

- Chemical goggles in accordance with and certified by AS/NZS 1337:1922 are to be used where the risk of chemical splash into eyes exists.

### **E. Respirators & Dust Masks**

- Respirators and dust masks must be worn where there are toxic dust, gases, vapours, welding fumes etc. present.
- Dust masks must be worn when working in dusty environments such as created by sanding or sawing in an enclosed environment and where there are toxic gases, vapours, welding fumes, etc.
- Damaged respirators, dust masks or ½ face masks must be replaced as soon as possible.
- Respirators and dust masks must be regularly cleaned and maintained.
- Respirators and dust masks must be worn where respiratory signs are displayed.
- Dust masks are stored in the safety equipment cupboard.
- Members are requested to keep masks in the place specified.

## **4. FIRST AID & ACCIDENT PROCEDURES**

### **I. Being Ready for Emergencies**

- Always let someone know your planned location if leaving the workshop to work away.
- Inform the shed supervisor if you are on any medication or you have an illness that may affect your work.
- A FIRST AID KIT IS PROVIDED and is stored in the meeting room. Emergency telephone numbers are located inside the first aid kit door.

### **II. First Aid at the Shed**

First Aid shall be provided to all injured members and guests, regardless of severity of injury.

The first aid kit:

- Is mounted on the wall, in the meeting room, adjacent to the entry/exit door.
- The shed supervisor is responsible to regularly audit the shed first aid kit, monitor usage of supplies and to organise the replacement of any necessary items.

Every endeavour is to be made to have a qualified first aid person at all shed activities

### **III. Accident Procedures**

Any accident, incident or a “near miss”, no matter how slight the injury or damage must be reported to the shed supervisor immediately for appropriate action.

An accident report form is to be completed for any accident, no matter how minor, “near miss” or illness that occurs in the shed. Accident report forms are to be retained in the Accident Report Folder.

The supervisor is responsible for taking appropriate action including ensuring medical attention for the injured, completing an investigation report and recommending or implementing appropriate corrective action.

The primary purpose of the accident investigation is to identify the cause/s of the accident incident or “near miss” and take appropriate action to prevent a similar occurrence in the future. In some instances, a member’s or visitor’s failure to follow recognised safety procedures requires disciplinary action to protect other members. One person’s actions can jeopardise the safety of others in the shed.

#### **IV. Major Incident**

In the event of a major incident, whether an accident or medical emergency, the following procedure shall be followed:

- First aid treatment shall be administered as soon as possible
- The shed supervisor and designated first aid person are to be notified immediately.
- Shed activities may need to stop immediately

If an ambulance is required, call 000 and provide the following information:

- (a) Inform the operator it is a medical emergency.
- (b) State what the emergency is.
- (c) Give directions to the:

North Balwyn Community Men’s Shed Inc.,  
60A Buchanan Avenue, North Balwyn  
(beside the North Balwyn Bowling Club)

- (d) Give phone or mobile number that you are calling from.
- (e) Return to the incident and inform the first aider of the estimated arrival time of ambulance.
- (f) Send a member to the roadside to direct the ambulance to the incident location.

If resuscitation is required, call 000 and use the defibrillator immediately.

The defibrillator is located in the shed meeting room.

#### **IX. Additional Medical Assistance**

Where it is determined that additional medical assistance is required but that it is not an emergency requiring an ambulance, contact should be made to the contact nominated in the member’s medical details form submitted at the time of membership application.

### **5. FIRE EQUIPMENT & FIRE DRILL**

#### **I. Fire Equipment**

Dry powder fire extinguishers are located in the following places:

- On the wall of the meeting room, beside the workshop entry/exit door, next to the first aid kit and the other on the wall of the office.
- The water and/or foam fire extinguisher is on the right-hand side of the back wall of the workshop.

- Garden hoses are attached to the taps on the north and western facing outside walls of the shed.

## **V. Procedure for Fire and/or Evacuation**

Note: Do not place yourself at risk assisting others or protecting the building or its contents.  
The shed supervisor on the day is the warden in charge of an emergency.

- When a fire or other emergency situation is observed or reported, then the warden should ensure that a protection team uses equipment to attempt to control the situation.
- The warden should get the emergency kit that contains siren, hard hat, fluorescent coloured safety vest and first aid kit.
- The warden shall get the attendance book, which will contain the names of members and visitors in the Shed at that time.
- Call 000.
- If the situation cannot be easily controlled, then the building should be evacuated.
- The signal for an evacuation shall be verbal command.
- On hearing the evacuation verbal command, all people present in the shed must leave immediately. Those people shall move to the assembly area at the entrance to the car park. Where possible, the warden and an assistant shall switch off all power to the shed using any of the isolation switches and close the roller and other doors.
- Should the assembly point become dangerous, people shall move to the street and gather on the nature strip in Buchanan Avenue.
- At the evacuation point the warden shall check that all members and visitors listed in that day's attendance record are accounted for.
- On the arrival of emergency services, the warden should convey what information he has about the situation and whether or not all member and visitors have been accounted for.

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