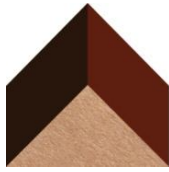


Australian Men's Shed Association
SHOULDER TO SHOULDER

Men's Shed Health & Safety Manual

2015



Men's Shed Health & Safety Manual

Foreword

'Many senior athlete injuries happen when they recognize that some of their physical strength and skills have lost their edge. Fear and pride take over and to avoid others from seeing them struggle, they push themselves to the point of injury'.

Golden Oldies Coach.

In the Men's Shed environment, we recognise the above Health & Safety trap. Members of the Australian Men's Shed Association have a DUTY OF CARE to themselves, their Shed colleagues, family members and visitors to operate safely so that afterwards we can return home to our loved ones unharmed. Mates don't like to see each other get hurt.

Responsibility for Shed Safety is everyone's business because safe operating is essential to everything we do.

The Committee or authorised persons who establish and oversee shed operations and the members that supervise activities, have a key role in requiring that safe practices are followed.

Members who use the shed facilities have a corresponding duty to comply with safe practices and adjust any unsafe practices accordingly.

RISK ASSESSMENT OF THE WORK AREA AND THE PROJECT

Incidents / accidents can happen if we begin working without properly considering what might go wrong. For example, we might use the wrong tools, we might take shortcuts that may be dangerous or, we fail to consider others moving around us. Another example might be the use of a Band Saw on a work-piece that's too small and subsequently may get jammed.

Good Men's Shed Health & Safety practice is to foresee what could go wrong and ensure that all reasonable steps are taken to avoid an incident / accident that might cause injury or damage.

FIRST AID

All sheds need to have and maintain a First Aid kit and a Register to record details about all treatments for First Aid and record information about more serious injuries that may need Doctor or Hospital care.

INCIDENT MANAGEMENT

It is important for all concerned that incidents (and near misses) are treated seriously. Every incident or near miss signals a flaw in Men's Shed Health & Safety practice and should be reported to the Member looking after the shed.

Notes should be made about each incident including the cause.

Corrective action should be taken if reasonably possible to prevent an incident happening again.

If a Member feels it could have Insurance implications or, the information might help other Sheds to avoid a similar incident, he/she should report it to AMSA on an Incident Form via the State Men's Shed Association.

EMERGENCY PROCEDURES

Each shed needs to develop its own Emergency Plans to address events such as:

- Serious Injuries (eye damage, amputation, electric shock, burns, heart attack, etc.)
- Fires
- Floods
- Burglary / Hold Ups
- Chemical spills

Procedures should be handy and Signage should be displayed in the shed. Details should include local emergency contact numbers for reporting incidents as well as the regular 000 call number for Police Fire and Ambulance.

Emergency Exits must be clearly shown and access to them must not be blocked at any time.

Each shed needs to practice its Emergency Procedures at least twice a year and to correct / adjust them when necessary.

FIRE AND BURGLARY PROTECTION

Each shed needs to consider the need for fire protection equipment and the appropriate type of burglary and fire alarms for the shed. A risk assessment can be undertaken to clear any doubt. AMSA can assist with risk assessments if required by contacting us on Ph:1300 550 009 or the local Fire Station can also assist.

CHEMICAL SPILLS

Sheds need to be aware that disposal of waste chemicals can be a little more complex than simply tossing them in the rubbish. Please read and follow any disposal instructions listed on the container. Common spills might involve the spillage of fuel. Small amounts can be treated locally but if a sizeable amount is lost then it should be reported in the first instance to the Emergency Number 000 and to AMSA at Ph 1300 550 009. Serious spills can be a fire and pollution risk – Please follow safe handling instructions when handling chemicals.

Men's Health is a corner stone of the Australian Men's Shed Association – therefore sound practice of Men's Shed Health & Safety activities is of fundamental importance. AMSA, our colleagues and families expect us to operate safely and to respect others, please implement processes to manage health & safety.

David Helmers
Executive Officer
Australian Men's Shed Association

MEN'S SHED HEALTH & SAFETY MANUAL

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NOTE: Please complete all pages and retain in the Shed files.

INDUCTION PACKAGE
(7 pages)

New Member Application Form

Name	
Address	
Landline Phone	
Mobile Phone	
Email	
Date of Birth	
Occupation (Past/Present)	
Disabilities Have you any health conditions or are you on any medication that may affect your capacity to safely operate machinery? Please note, an honest response in this section may not necessarily restrict what you can or cannot do but will improve safety.	
Work Skills, Interests & Hobbies	
Emergency Contact Details	
Name	
Phone	
Relationship	

PLEASE COMPLETE FOR APPLICANTS UNDER THE AGE OF 18

Parent / School or Referral Agency _____

Parent / Teacher or Referral Contact Person

Name: _____ Ph _____

Signed Parent / Teacher / Supervisor: _____

Date...../...../.....

Comments / Restrictions

By signing below, I confirm that the above application information about me is true & correct.

Applicants Signature

Date...../...../.....

ASSESSMENT - of a Member's JOB CAPACITY:

Member's Name

Assessed knowledge level:

- 5 Green Is competent to operate all the plant & equipment for a job
- 3 Blue Requires supervision to work high risk equipment for a job.
- 1 Red Restricted to manual tasks only.

Assessed Physical Ability.

(Note if an assessor is in doubt, a member will need to produce a Doctor's clearance before any jobs can be undertaken).

- 5 Green Can safely and easily lift and walk with three house bricks
- 3 Blue Can safely and easily lift and walk with two house bricks
- 1 Red Cannot achieve Blue Level.

Assessed Mobility

(Note if an assessor is in doubt, a member will need to produce a Doctor's clearance before any jobs can be undertaken).

- | | | | |
|---|-------|--------------------------|---|
| 5 | Green | <input type="checkbox"/> | No movement restrictions evident to work on a job. |
| 3 | Blue | <input type="checkbox"/> | Some restrictions to mobility that may require job assistance |
| 1 | Red | <input type="checkbox"/> | Significant restrictions and cannot achieve Blue Level. |

Assessed Vision / Hearing ability

(Note if an assessor is in doubt, a member will need to produce a Doctor's clearance before any jobs can be undertaken).

- | | | | |
|---|-------|--------------------------|---|
| 5 | Green | <input type="checkbox"/> | Vision and Hearing OK without assistance |
| 3 | Blue | <input type="checkbox"/> | Needs glasses or hearing aid to work safely |
| 1 | Red | <input type="checkbox"/> | Significant restrictions and cannot achieve Blue Level. |

Work Capacity Score out of 20 _____

GREEN CARD Requires at least 17 / 20

BLUE CARD Requires at least a 3 (Blue) in each category

RED CARD Could not achieve Blue Level

ASSESSED BY: _____ **DATE** _____

RISK RATING FOR SHED MACHINERY

A second aspect of a person's capacity to work safely concerns the machinery used in the various activities.

The following rating scale provides a guide about the risks of machines and equipment and, while not covering all items in sheds, additional items of equipment can be added by a shed to complete the intent of this rating scale.

Note:

It may be that equipment within a shed may be old or restricted in function, in which case the risk rating below may need to be adjusted.

Please adapt the following to suit your own assessment

Please do not overlook the fact that - IF THE TOOL OR MACHINE IS UNSAFE FOR A BUSINESS, IT IS ALSO UNSAFE FOR A SHED.

Level 1:

These items are considered to be low risk with little or no training required.

- Hand tools such as; spanners, hammers, files, vices, manual timber cutting saws, gardening equipment, kitchen equipment including knives.
- Paints and varnishes, general cleaning substances, gardening and kitchen products.

Level 2:

These items are considered a medium risk by a person who is familiar with their use and requires only minor supervision. It is likely that Personal Protective Equipment (PPE) is needed and must be used. Safety guards must also be in place prior to use.

- Metal and Woodworking lathe, pedestal drill press, band saw, circular saw bench, belt sander & disc grinder, electric hand tools, rivet guns.
- Chemicals that contain mild acids or corrosives.

Level 3:

These items may require a licence / permit to operate and these need to be sighted by the Committee prior to usage in the shed. This level also applies to contactors who may be working at the shed. At a minimum, moderate supervision is required.

- Fork Lift, Heavy Vehicles, Crane, construction work, plumbing, electrical work, use of welding equipment, oxy-cutting equipment, digging trenches, working in confined spaces.
- Dangerous chemicals should be avoided, however small amounts of fuel may be handled

No explosives are to be handled / stored in men's sheds

SHED MEMBERSHIP NAME TAG

All members need to wear a name tag when attending the Shed.

The main purposes of the name tag are

- for Security i.e. the tag shows a person is authorised to be in the Shed,
- to indicate the approved rating to undertake work.

The rating is a subjective indication based on two scores for each person:

- The skills capacity and
- the complexity of equipment needed.

In most cases, a job will require a mix of skills. It may be that a single person can accomplish the job, or he may need some help.

A tag can be seen as the safe work indicator for each member. This may seem like an overkill for a small shed but its value will be best served in the larger sheds with a large membership where people may not be familiar with who can do what.

GREEN 1/ 2:

This tag indicates that a person is clear to operate all but the most dangerous equipment / chemicals without much supervision.

For a member holding this tag, he must still ask permission of the Member in charge of operations to use a level 3 piece of equipment or handle such materials. Where relevant, the member must show a current permit / licence to operate specific equipment where it is required.

Blue 1 or Blue 2

Members may have a Blue 1 or a Blue 2 Tag. No blue tagged members will be permitted to operate level 3 equipment – these items are to be operated only by Green approved members.

Red

Members with a Red tag are authorised to work with Level 1 equipment and material only with an appropriate level of supervision.

NOTE:

The above guides need to be used with sound judgement about each case.

If doubt exists about a member's abilities, then a separate opinion should be sought prior to making a final decision.

Help may come from a source such as a carer or a doctor.

INDUCTION CHECKLIST

Member's Name:	
Start Date:	Tag Rating
Assessor:	
<p><u>Explain the Shed structure & purpose:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of work done - How much personal work allowed <input type="checkbox"/> Description of jobs & responsibilities <input type="checkbox"/> Shed Opening Times - Meal times <input type="checkbox"/> Out of hours enquiries <p><u>Explain your policies and procedures on:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Drug & alcohol misuse <input type="checkbox"/> Use of telephone <input type="checkbox"/> Non smoking policy <input type="checkbox"/> Members rules of behavior <input type="checkbox"/> Child Protection <p><u>Introduce key people & explain roles:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-ordinator <input type="checkbox"/> Supervisor <input type="checkbox"/> Other members <p><u>Show the Shed facilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Car parking <input type="checkbox"/> Eating facilities <input type="checkbox"/> Locker & change rooms <input type="checkbox"/> Wash & toilet facilities <input type="checkbox"/> Work areas, tools, machinery & equipment <p><u>Explain your training:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid, fire safety & emergency procedures training <input type="checkbox"/> Handling risky substances <input type="checkbox"/> Instruction on safe machine use & special features of each machine 	<p><u>Explain Shed Safety responsibilities :</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Consultative & communication processes <input type="checkbox"/> Incident reporting procedures, including where to find reporting forms <input type="checkbox"/> Policy and procedures <input type="checkbox"/> Roles and responsibilities <input type="checkbox"/> Reporting risks <input type="checkbox"/> Lock up security for member's belongings & the Shed. <p><u>Show your Shed safety environment:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures, exits & fire extinguishers <input type="checkbox"/> First aid facilities <input type="checkbox"/> Information on workplace risks & controls <input type="checkbox"/> Safe use and storage of risky substances <input type="checkbox"/> Material safety data sheets (MSDS) <input type="checkbox"/> Safe use and storage of Personal Protective Equipment (PPE) <input type="checkbox"/> Location of machine instruction manuals <input type="checkbox"/> Need for safe clothing & footwear <p><u>Member's data records:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Privacy of information <input type="checkbox"/> Existing medical problems so that supervisor is aware <input type="checkbox"/> Contact details for emergency use

RECORD OF SAFETY INSTRUCTION (amend to suit your shed)

<u>NAME</u>	Read Safety Rules			Machine Operation Explained			Assessed OK to Operate		
	Confirmed (Initials)	Date	Instructor (Initials)	Confirmed (Initials)	Date	Instructor (Initials)	Confirmed (Initials)	Date	Instructor (Initials)
General Safety Rules.									
Fire Equipment & Drill.									
Procedure at Accident.									
Paint/Solvent handling.									
Bench Circular Saw.									
Slide Compound Saw.									
Small Compound Saw									
Band Saw.									
Scroll Saw.									
Router Bench.									
Hand Router									
Biscuit Jointer									
Drill Press.									
Electric Hand Drill.									
Belt /Disc Sanding M/c.									
Hand Belt Sander.									
Hand Electric Sander.									
Lathe.									
Jointer/Planer									
Thicknesser									
Hand Electric Planer.									
Bench Grinders.									
Hand Electric Grinders.									



MEN'S SHED HEALTH & HYGIENE POLICY

The basis of the AMSA Men's Shed Policy on Health & Hygiene is a document titled 'National Male Health Policy' published by the Australian Government – Department of Health & Ageing in 2010.

From research, a fundamental benefit of the Men's Shed concept is that time spent in the company of other men provides a positive health outcome. Sheds provide a place for men to meet and share in a variety of activities with other Men. An activity can be as simple as a friendly chat with other men through to operating machines connected to Shed activities.

Membership is open to anyone who wishes to join – there is a minimal joining fee so that everyone can become fully participating members regardless of their age or background. Members are required to respect other members including those who supervise activities in order that the Shed operates safely.

Members will be asked to provide some personal information when they join. This is to ensure that member's specific health risks are known. This information might prove useful in the event of an emergency. It should be noted that this and other information filed may be used for statistical analysis. When used for analysis, names are not provided so that each member's privacy is protected.

AMSA requires that all Shed's provide sufficient equipment / material to ensure that acceptable hygiene standards are maintained. The activities of the Shed will dictate what is needed.

For example, a shed that undertakes cooking will need a different hygiene regimen to a shed that repairs bicycles.

The Committee or authorised person is required to access knowledge about and maintain standards for any activities that require greater than general housekeeping standards.

Members need to be aware of risks associated with skin / eye / mouth/ etc, when in contact with chemicals, solvents, paints and other materials used by their shed. Members must wear appropriate protection advised by the manufacturer when handling such materials. If in doubt, ask the Member in control of the Shed to provide safety information before using materials. The information should be available either on the product itself or, in a Material Safety Data Sheet (MSDS).

All machines are to be fitted with guards to prevent injury to operators and people in the vicinity. Operators are to wear Personal Protection Equipment (PPE) as established by the Shed Committee or authorised person. Operators are also required to check the condition of tools and equipment prior to use and to comply with safety standards and signage.

HEALTH & HYGIENE

First Aid

In the event of an injury, the injured person may be in need of First Aid. Sheds are encouraged to have several Members trained in First Aid. If no-one with training is available, then an Emergency Contact or in their absence, a Medical Practitioner should be contacted by phone for assistance with treating an injury.

The injured member's file needs to be examined because it may contain important information regarding disabilities, medication and allergies that could be critical.

All injuries regardless how slight need to be recorded in the First Aid Register that is to be kept by each Shed. A typical layout is found at Appendix Page 72. This information will help identify trends at a Shed so that problems can be fixed. It is also a legal requirement.

First Aid kits are required at each Shed. Below is a typical kit however each shed may have the need for additional items to treat issues that apply to their activity. For example, Sheds that have hot work (cooking and welding) should provide products to treat burns. Each shed needs to routinely check the kit and where necessary, restock with fresh supplies.

BASIC FIRST AID KIT

Qty	Description
1	Dressing Strips 50's
2	Non-Adherent Dressings 10cm x 10cm
2	Conforming Bandage, 10cm
2	Conforming Bandage, 5cm
3	Wound Dressings, No 15
1	Hypoallergenic Tape
4	Triangular Bandages
2	Eye pads, Sterile
5	Sodium Chloride, 10ml
10	Alcohol Swabs
3	Gauze Swabs, 5's
1	Emergency Foil Blanket
1	Scissors, S/Steel
1	Forceps, S/Steel
12	Safety Pins
2	Latex Gloves
1	Tissues, 10's
3	Plastic Bags
1	Burn cream
1	Notepad
1	Pencil
1	Container
1	1 x 150mm pressure bandage for snakebites.
1	First Aid information book

Hints

- In a woodwork shop, splinters in the hand are commonplace so ensure there are a variety of tweezers available.
- Extra eyewashes for dust in the eye are very useful.
- Some sheds have found the 'Spray on' plastic skin to be useful for keeping scratches & grazes clean.
- Finger bandages with an applicator are also useful as stick-on dressings may come off in the workshop.

SHELF LIFE MONITORING

Sheds need to identify items that have a defined shelf life and ensure that a diary system is implemented to track and replace items prior to exceeding their shelf life.

Of particular concern are food items. Sheds are required not to take risks with the use of out of date food items and instead dispose of them. This also applies to items such as milk stored in the kitchen fridge.

Chemicals / glues / paints / solvents that have shelf lives are also to be treated cautiously.

If any of these items are to be disposed of, then it needs to be done correctly.

Please refer to the manufacturer's instructions and / or examine the applicable MSDS.

If doubt still exists, then contact your local Council for disposal instructions.

An example of a MSDS document is shown at Appendix Page 62.

LABELLING

Sheds are required to ensure that labels on containers adequately and accurately display the contents of the container.

If smaller amounts are transferred from the main container to a smaller one, then great care needs to be taken when using / disposing of the smaller / work containers because harm could result and it is likely that important safety information – imposed by Legislation – will not be completely available on the smaller work container.

For example, a plastic water bottle filled with mineral turpentine would poison and possibly kill a drinker who mistook the contents for water – the water bottle **MUST** be correctly and prominently labeled so that misuse can be avoided..

Buyers of products made by Sheds need to be advised of limitations to usage if harm could result.

An example could be the need to refrigerate / store certain food items below 4 deg. C. This should be made clear on the label. Another could be not to exceed certain weights on furniture items such as stools.

These are precautionary measures to guard against the possibility of contravening laws.

Sheds ought to be aware that each State of Australia has its own labeling laws about how labels are to be produced and what information is required.

If Sheds are conducting activities that might require labeling, then it is advisable to seek professional assistance in this regard.

A reasonable approach to determine the minimum needs could be to examine labels for similar products in a retail store and examine the Safety Information that is displayed on the labels.

For more detailed information, AMSA suggests that you 'Google' the Australian Government Department of Environment & Heritage website:

http://apps5a.ris.environment.gov.au/pubgate/cig_public!/CIGPPUBLIC.pStart

Designed to help you find relevant information about chemicals as quickly and easily as possible, the information has been arranged into topics to help focus your search or you can use the 'search' facility.

WASTE DISPOSAL

It is anticipated that most waste from Sheds will utilize the normal services of Local / State Government for disposal.

Items that fall under the heading of 'Trade Waste' comprise all waste that is unacceptable to normal local / State government services.

For example, paint tins, pieces of machinery, toxic substances etc.

These items needs to be disposed of in an acceptable and legal manner and often the disposal instructions are on the container..

Methods of disposal can vary from place to place so, if in doubt, the Shed should contact the local Council for advice.

NO SMOKING

AMSA requires that smoking is not permitted at any time in any section of the Shed that breaches State Laws.

Smokers are asked to dispose of their cigarette butts safely and without littering the general area of the Shed.

DRUGS AND ALCOHOL

AMSA policy is that the illegal use of drugs is not permitted in the Shed at any time and that legal amounts of alcohol is only consumed when no other 'work' activities are taking place that involve the use of power tools or equipment (sensible use of a bbq is an exception).

The above does not apply to 'Prescription' medication that can be taken in accordance with the doctor's instructions.

PRESCRIPTION MEDICATION

Members who need to take prescription medication are free to do so at the Shed. However members need to be aware of any medication they are taking which may impact on their ability to work safely with tools and equipment.

This information should be conveyed to the member in charge of operations. If there is any doubt as to the ability of the member to operate tools and equipment then that member should seek written clearance from their GP.

If the medication is possibly required to be administered by another person, the person to provide such assistance needs to be suitably able to do so and be agreeable.

Unless the person providing assistance is qualified, specialized assistance such as administering an injection or changing dressings, should be avoided (unless a critical emergency exists and such assistance is believed essential).

The assistance needs to be supervised by a doctor via a phone if the doctor cannot be present.

REPORT DISABILITIES (PERMANENT & TEMPORARY)

Members are required to advise of any existing disabilities when registering as new members. The prime reason is to ensure that the health and safety of the member and others is preserved. A New Membership template is included in the Induction section of this manual.

Disabilities may be apparent but it is recognized that some are not and may be the source of embarrassment if made known to other members.

AMSA requires that all disabilities / impairments that can affect safety be made known to the Member in charge of operations or Membership Officer who will note it on file and not communicate it to anyone else (unless the member or carer has made such information common knowledge).

Each member is assigned an 'Operator's Tag' and disabilities will be taken into account in determining the class of Tag awarded.
(see Risk Management section on Assessment).

If a current member recovers from a disability or, suffers a disability, it needs to be reported so that the member's record is corrected and accurately reflects the current status prior to undertaking an activity that might compromise health & safety at the Shed.

*Note

The suggested format at Induction incorporates information normally collected by Sheds. It is intended to standardize the format so that this information will be eventually used to become part of the information stored in a computer system being developed to help sheds reduce their paperwork and ease administration.

RISK MANAGEMENT POLICY

What is Risk Management?

Risk Management is the process used to analyze a situation and then work towards minimizing harm towards people or property.

Although the following set of Policies relate to Health & Safety, the Risk Management process can be applied when analyzing the downside of any situation – not only Health & Safety.

In its broad sense, the word 'Risk' is the chance that loss or damage from some event will happen. It combines the concept of likelihood and the consequence of the event.

For example, the likelihood of an earthquake happening in Central Australia is unlikely, but if it did happen its consequence could have serious local consequences for Men's Sheds in the district but would not impact on Sheds in coastal areas of the country.

In the area of Men's Shed Health & Safety, the risk of injury from using a welding torch is high if the operator is untrained. There could also be a high risk of fire damage. This risk could be managed by not permitting untrained people to use a welding torch unsupervised and ensuring they wear appropriate Personal Protection Equipment.

If a risk is considered serious, then it needs to be managed with the aim of minimizing either the likelihood or the consequence of an event happening.

Some risks can be managed using practical measures. For example, the risk of burglary can be managed by locking up portable power tools and other valuables in a tool cage and having a back to base alarm fitted.

It may be difficult to manage the likelihood of a fire happening in a Shed but the consequence can be managed by Emergency Procedures and appropriate insurance coverage being another management response.

The risk assessment of a Men's shed would consider many kind of events that could happen and threaten the operation of the shed such as its financial status or the health & safety of people including members, contractors, mentored children / adolescents and other visitors.

The management aspect deals with actions needed to reduce risk to an acceptable level. Actions also need to be managed by assigning tasks and resources to fix problem areas.

All sheds need to regularly assess the risk and ensure action plans are implemented and working properly to reduce risk.

If you need help, contact AMSA by email at amsa@mensshed.net

RISK MANAGEMENT PROCESS FOR HEALTH & SAFETY

STEP 1 - Spot the Risk

The first step is to walk around your Shed and find the obvious things that could put the health or safety of anyone in your workplace in danger.

A Risk is anything that has the potential to cause injury, illness or damage to your own or someone else's health.

Some of the risks you will be able to fix straight away such as picking up a lead that may cause someone to trip, cleaning up a spill on the floor or moving a frequently used item onto a lower shelf.

There are a number of other ways to find risks in your workplace including:

Look at the tasks

Look at each task members undertake. Look for any risks associated with these tasks.

Talk to the members

The people who do the job regularly are the best people to tell you about any risks associated with their work. Ask members which tasks cause problems or make them concerned. Members may also have had reports from other members about particular tasks they have had problems with but not passed on.

Use safety checklists

Safety checklists are a good way to help you identify some of the common risks that can be found in the men's shed. Please note that these checklists are generic and should be adapted to suit your own workplace.

Review manufacturers' information

Review the information available from designers or manufacturers including Material Safety Data Sheets (MSDS) and product labels. Examples of MSDS forms can be found in the Appendices.

Check injury records and incident reports

By looking at your injury records, you will be able to get a good idea of what is causing your members' injuries. You should also check your register of health and safety problems and records of near-misses.

A more systematic approach is to use a Risk Assessment Sheet (Appendix Page 60).

- Under the 'Spot the Risk' column, write down the name of the task you are reviewing in the 'Identify the work task or activity' column.
- In the "What are the risks associated with each activity" column, write down all the risks you can find.

The Risk Analysis Thinking Prompts in the Appendices can assist.

STEP 2 - Assess the Risk

When the risks are identified, the level of risk needs to be established.

We need to identify the likelihood of a risk causing injury, illness or damage to your health.

The list of risks may be surprisingly long, with some posing more safety risks than others. It is necessary to work out which risks are more serious than others, so that they can be dealt with first.

To assess the risk associated with each risk, ask these questions:

*What is the potential **impact** of the risk?*

- How severe could an injury or illness be?
- What is the worst possible damage the risk could cause to someone's health?
- Would it require simple first aid only? Or cause permanent ill health or disability? Or could it kill?

*How **likely** is the risk to cause someone harm?*

- Could it happen at any time or would it be a rare event?
- How frequently are workers exposed to the risk?

Answering these questions will help you assess the risk level of the risk: whether it is a low, moderate, significant or high risk. The table below assist with this process.

Potential Impact Of Risk	Likelihood that Risk would cause an Accident				
	Almost Certain	Likely	Moderate	Unlikely	Rare
Insignificant	Significant	Moderate	Low	Low	Low
Minor	Significant	Significant	Moderate	Low	Low
Moderate	High	Significant	Significant	Moderate	Moderate
Major	High	High	High	Significant	Significant
Catastrophic	High	High	High	High	Significant

Identify the Potential impact of Risk

Insignificant	No injuries, low financial loss
Minor	Simple First aid treatment, medium financial loss.
Moderate	Significant First aid treatment, high financial loss.
Major	Extensive injuries, loss of production capability, major financial loss
Catastrophic	Death, huge financial loss.

Assess the Likelihood that the Risk would cause an accident

Almost certain	The event is expected to occur in most circumstances.
Likely	The event will probably occur in most circumstances
Moderate	The event should occur at some time.
Unlikely	The event could occur at some time.
Rare	The event may occur only in exceptional circumstances .

Action required to eliminate the Risk

High	High Risk - act immediately to take steps to Fix the Problem.
Significant	Significant risk - act immediately to take steps to Fix the Problem
Moderate	Moderate risk - act as soon as practicable
Low	Low risk - manage by routine procedures and reassess within designated timeframe.

STEP 3 - Fix the Problem

When the risks are spotted and their risk assessed, ways need to be developed to fix them.

This is known as **risk control** and is the third step.

You should always aim to remove a risk completely from your workplace. Where this is impractical, you should work through the other alternatives systematically.

Working through risks in this way is known as the hierarchy of control. Sometimes more than one control measure should be used to reduce the exposure to risks.

Control Measures

1. Eliminate the risk. For example, repair damaged equipment; use a lifting machine to do the lifting in the workplace; stop using a dangerous chemical.

If this is not practical, then:

2. Substitute the risk with a safer alternative. For example, break down larger loads into smaller, lighter loads; use a less toxic chemical.

If this is not practical, then:

3. Isolate the risk. For example, install barriers to restrict access to risky work areas or machines; use chemicals in a safe dedicated work area.

The size of a workspace is a major consideration for the Shed's safe work environment but it is difficult to determine hard and fast rules. The overriding concern is for a safe workplace.

A typical workspace is at least 1.8 sq mtrs, however, to allow for general movement, there must be a minimum of 2.3 sq mtrs of additional / unused space for each person working in the area. The spare space can include meeting rooms etc. In Sheds it is important for safety reasons not to squeeze too much into a space so as to comply with safe work regulations.

The foregoing measures may be regarded as minimums but common sense regarding the shed's activity should also be a prime factor when arranging the space needs and safe layout for each shed.

Another good idea inside the work area of the shed is to paint yellow lines on the floor to mark out where things may or not be stored and where people may or not walk.

If this is not practical, then:

4. Use engineering controls. For example, place guards on dangerous parts of machinery; use a trolley to move heavy loads; explore use of localized extraction systems.

If this is not practical, then:

5. Use administrative controls. For example: have clear safety notices on machines; change work practices and organization; rotate jobs to reduce the time spent on any single task; train members in safe work procedures; carry out routine maintenance of equipment.

If this is not practical, then:

6. Use personal protective equipment (PPE). For example, provide workers with protective equipment such as gloves, masks or ear muffs and train them to use PPE correctly.

Finding safety solutions

There are many ways to find safety solutions:

- At regular toolbox meetings, ask members for their ideas. They may already see safer ways to do things.
- Look at the information available from designers or manufacturers, including Material Safety Data Sheets (MSDS) and product labels.
- Talk to other Sheds.
- Get help from any associations or groups involved in similar functions. They may have seen the problem before and know how to fix it.
- Consult a professional OHS specialist
- Talk to AMSA.

STEP 4 - Evaluate Results

Risk Management is not a one-off event - it is an ongoing process. Once you have identified the risks, assessed their risk and resolved them, you need to follow up with the fourth step of the risk management process: 'Evaluate results'.

Evaluation is an important step in the Risk Management process.

After you think that you have resolved the problem, find out whether the changes have been effective.

It is useful to think through the steps again to ensure no new risks have arisen.

Talk to your members and ask these questions:

- Are the changes making a difference?
- What do your members think?
- Will the solutions reduce risks and prevent injury or illness?
- Do they create new risks or increase the risk of existing ones?
- Are there any ways to make further improvement?

Set a date to re-evaluate the task, choosing a timeframe appropriate to the task and the risk involved. This could be anywhere between a week and three years (AMSA recommended set target).

WORKING WITH CHILDREN

CONTEXT:

Many of the Men's Sheds provide a valued service of mentoring school children- also known as Intergenerational Programmes. Working with vulnerable people in our community is a fulfilling activity that requires discipline, care and attention to ensure the health and safety of all involved.

Against the very positive contribution of this service we recognise there exists a darker perception from some sections of general community. In response, Child Protection Legislation, Commissions and Ombudsmen have made their presence felt and now the opportunity to work with children is heavily regulated.

This regulation affects Men's Sheds too.

It is recommended that you 'Google' *Child Protection legislation* to source a lot of valuable information and guidance for interested members. The legal position concerning working with children may differ in its detail for each State or Territory.

However, the AMSA position is that a cautious and conservative approach is taken, to comply with legislation and to assure the health and safety of the children / and Shed members.

This means for AMSA affiliated Shed(s);

- Under no circumstances is a Shed Member to be alone with a child in the Shed or its surrounds, in a vehicle, in a room / bathroom etc. At least one other qualified person must be present to assure the health and safety of the child and the Shed member.
- Only qualified members of Men's Sheds are to mentor or assist with mentoring or to work with children.
- Where feasible, mentoring will be conducted in a space where the mentor and the person(s) being mentored are in full view of other Shed members. This might be valuable in the unlikely event of a suspected incident.
- A Consent Form from a parent/guardian/carer should be provided to the Shed mentor prior to undertaking a mentoring session. Wherever possible, a representative i.e. parent, guardian, school teacher should also be present.
- Prior to undertaking any Mentoring program, a full Risk Assessment needs to be undertaken to understand what situations can arise, be aware of the legal requirements and how mentoring risks will be managed.

Note: Auspiced Sheds may have alternative Procedures that need to be followed in place of the AMSA requirements. AMSA requires that Auspiced Sheds guidelines be compliant with relevant legislation.

Who Cannot Mentor Children or Disabled People:

*Please check state requirements and variances

The Child Protection Commissioner (NSW) require that any person who

- has a current AVO applying to them
- any person who is a registered sex offender
- any person with a criminal record
- any person with a drug abuse problem

is not permitted to take part in mentoring programs.

Who can be a 'Qualified Shed Mentor'

Prior to becoming a qualified mentor, legislation requires that Screening Checks need to be carried out with Police and Government authorised screening agencies to verify the nominated people can operate as mentors.

NOTE:

It is not essential that all shed members be qualified, only those members who will interact with the children.

AMSA recommends that Sheds should familiarise themselves with their local State requirements by speaking with local authorities and/or have them visit.

Some further thoughts from an AMSA round table discussions that may be useful:

- activities/work with children should always be done in a 'public' shed space
- members must be advised that it is inappropriate to have any 'outside the shed' meetings with any child attending the shed.
- members should take care not to get into any 'compromising' situations that may be misinterpreted
- liaise with the school/TAFE about the proposed mentoring before accepting children
- ensure that the child's parents/guardian is aware that the child is coming to the shed and they are happy with that situation
- encourage members to report to the shed coordinator any suspicious activity

WORKING WITH PEOPLE WITH A DISABILITY

Introduction

One of the characteristics of Men's Sheds is that many of our members have some kind of disability and we are used to handling such circumstances – where we reasonably can, we adapt. In the shed environment many members have age related disabilities such as the need for glasses, hearing aids, walking aids and so on and some members have more complex disabilities that are more difficult to manage.

Disabilities, permanent or temporary, can arise in so many ways as to make it impossible to develop a policy and set of all encompassing procedures. Indeed the Commonwealth and other legislation can be a bit vague in some parts because of the complexities in covering all possibilities. If the legislation were to be very broadly summarised it is about treating people fairly and equitably whether or not they have a disability.

It is AMSA Policy that members have an opportunity to participate in activities provided it can be done safely and without unduly expensive adaptations that could impact on a shed's viability.

Context for this Manual

Members with a disability are encouraged to let their Shed colleagues know how they can help to overcome situations that might be difficult to manage. This might be a railing, a chair, a modified workbench etc.

From a Workplace Health & Safety perspective, it is important that the Induction Risk Assessment that awards a 'Work Capacity' Tag is done properly so that it represents the ability to undertake work in a way which will minimise the risk of harm to the new member and others.

Current members with new / worsening disabilities need to be aware of how the disability affects their safety and the safety of others. These members and or / carers need to advise the Shed member in charge of operations about any significant changes in risk. In such circumstances a revised Work Risk Assessment needs to be undertaken and if necessary a new Tag awarded.

While Workplace Health & Safety legislation is non – compromising in many ways, the spirit of Men's Sheds is to examine if there is a way to safely adjust a workplace to suit a disability provided it can be done at a reasonable price and a reasonable timeframe. If the adjustment is unreasonable from a cost or timeframe perspective to those concerned, then AMSA suggests the proposed adjustments should not proceed and other options considered.

Note: Auspiced Sheds may have alternative Procedures that need to be followed in place of the above AMSA requirements. AMSA requires that Auspiced Sheds guidelines must be compliant with relevant legislation.

SAFETY POLICY

The Australian Men's Sheds Association understands that operating in a safe and responsible manner is fundamental to the continued success and growth of the Men's Shed services throughout Australia.

Sound safety practices result in low accident rates and consequently low Insurance premiums. A careless approach to safe work practices may lead to a claim for insurance being denied by the Insurer.

We value our members and place the utmost importance on the safety of all persons working or visiting our Sheds

We are committed to:

- Encouraging and supporting a culture whereby all members may identify, report, assess and control safety risks in their sheds
- Continuously improving our safety to reduce work related injury, illness and harm
- The provision of induction training and briefings to ensure all members, subcontractors and visitors have the relevant skills and knowledge to understand risks and their safety obligations
- Compliance with all applicable laws, regulations, statutory obligations and other relevant requirements
- Ensuring we have the resources and skills necessary to effectively manage our identified safety risks
- Maintaining and improving a safety management system
- Consulting and communicating with our members about safety and
- Providing information and documentation to assist with effective safety management.

David Helmers
Executive Officer
Australian Men's Sheds Australia
September 2014

SAFETY PROCEDURES

WARNING TAGS

AMSA recommends that tags are used to issue warnings to potential users **NOT** to use a piece of equipment because it is faulty or is being serviced.



MINIMUM NUMBER OF PEOPLE IN THE SHED

AMSA recommends that a minimum of two people be in attendance while the Shed is open. The reason is to ensure that if a member is in need of help, another person is there to provide assistance.

SAFETY OF VISITORS

Australian Workplace Safety legislation sets out that when visitors come to a workplace, the people at the workplace have a duty of care to ensure they are safe. The visitors also have a corresponding responsibility to follow the safety policy and procedures and to take care not to endanger other people.

In practical terms, AMSA and our Insurers require that all visitors to Men's Sheds be advised about any known dangers / risks they could encounter in the Shed.

For example, it may not be necessary to give an extensive induction if the purpose of the visit is just to drop off some tools. However, on the other hand, if the visitor is a contractor, then he / she requires a more extensive briefing and particularly the briefing needs to advise all known risks that apply to the work area and the task.

AMSA recommends that visitors who enter the premises be given a visitors badge that simply says '**VISITOR**'.

As a further measure, AMSA recommends that visitors be accompanied at all times when on the Shed premises.

Additionally, the normal safety practices that apply to members, also apply to visitors. These include;

- wearing shoes that cover the toes
- Long hair covered by a net if near to machines
- Wear safety glasses
- Wear all other appropriate PPE
- Observe all safety signage

EMERGENCY PROCEDURES

AMSA recommends that all Sheds develop an Emergency Information Poster and affix it prominently to the Noticeboard.

At a minimum, the following information needs to be displayed.

	TELEPHONE	ADDRESS
<i>POLICE</i>		
<i>FIRE</i>		
<i>AMBULANCE</i>		
<i>CLOSEST DOCTOR</i>		
<i>CLOSEST HOSPITAL</i>		
<i>POISONS INFORMATION CENTRE</i>		
<i>OTHER EMERGENCIES</i>	<i>SHED</i> <i>AFTER HOURS</i>	<i>N/A</i>
<i>SHED COORDINATOR/MANAGER</i>		<i>N/A</i>

List all people with a First Aid Certificate

.....

PERSONAL FILE:

The shed should maintain a file about member's medical conditions / medications and an Emergency Contact person. The information should be sought on the membership application form, updated annually or more often if necessary. It is very important that each member check this file before administering any first aid or medication. If in any doubt, contact the injured member's doctor or emergency contact person.

EVACUATION PLANS

A person anywhere in the shed should be able to respond to an Emergency Alarm by quickly and safely exiting the building and moving to a safe area.

For most sheds, Emergency Exits will be obvious and easily recognised.

However, they must be clearly marked and, in the shed work area, ought to have access paths clearly marked (such as painted floor marks). Access to Emergency Exits must always be kept clear.

It is recommended by AMSA that a sketch of the shed 'footprint' be produced showing the location of Emergency Exits and Emergency Equipment such as:

- MSDS Register
- First Aid Kit
- Telephone
- Fire Extinguishers
- Fire Hose

Other useful information to have on the sketch includes:

- Electricity Main Board
- Water mains
- Gas mains
- Sewer Mains
- Fuel & Inflammables storage
- Chemicals storage area.

Emergency assembly Point

Each shed should include, on the sketch, a safe and sufficiently large, nearby place where all Shed members and visitors should move to in the event of an Emergency that requires an Evacuation.

Following an Evacuation, a person in charge of operations will ensure that all people are accounted for and notify the attending authorities accordingly. The member in charge of operations will be the sole spokesperson.

Media Handling

If any TV, Radio or print media seeks information about the Emergency, the Shed members should not give interviews and instead refer them to AMSA (Ph: 1300 550 009).

Note:

Auspiced Sheds may have other arrangements for dealing with media. The auspiced shed requirements will take precedence in this case.

SAFE USE OF CHEMICALS

AMSA strongly recommends that Sheds avoid or minimise the exposure / use of harmful chemicals if possible. Chemicals that are stored at the Shed need to be done in accordance with the supplier's instructions that are set out in a Material Safety Data Sheet (MSDS).

An MSDS needs to be on-site for each chemical and members that use it need to be made aware of the MSDS and be required to read it prior to usage.

Of particular importance is the safe use of the chemical, its storage and disposal of waste. All members, who use the chemical, need to follow the applicable instructions.

All chemicals, where possible, need to have the packaging / labelling prominently displayed on the container to ensure that the chance of confusion about the contents is minimised.

If a member has any doubts about a chemical, how to use it safely, store it or dispose of it, he need to access the MSDS file to find the answer – if necessary, he should also ask another member if still unsure.

AMSA recommends that all sheds obtain and file an MSDS for all chemicals and dangerous goods that are stored in /used by the Shed.

For more detailed information, AMSA suggests that you 'Google' the Australian Government Department of Environment & Heritage website:

http://apps5a.ris.environment.gov.au/pubgate/cig_public/!CIGPPUBLIC.pStart

Designed to help you find relevant information about chemicals as quickly and easily as possible, the information has been arranged into topics to help focus your search or you can use the 'search' facility.

Electrical Safety / Tagging

PURPOSE

- To ensure that all personnel are aware of the general guide for electricity safety.

PROCEDURE DETAILS

1.1 Installations

All electrical work must be done by properly licensed people. All electrical work undertaken on-site is required to be carried out in compliance with the relevant statutory Acts and regulations.

1.2 Portable Electrical Equipment

All portable electrical power tools used on site should be protected at all times by an approved earth leakage protection device.

All general purpose outlets (supply points) including outlets fitted to, or supplied from, portable or mobile generating equipment should be protected by an earth leakage protection device.

Members in charge of operations should ensure that all electrically powered tools, lamps, extension leads, transformers and other such equipment are:

- readily identifiable
- inspected prior to use
- inspected, tested and tagged in accordance with the Code of Practice by a competent person at least every twelve (12) months.

Any powered item which has fallen into water or any other liquid should not be touched prior to it being safely isolated. The equipment should then be dried, tested and inspected before re-use.

Under no condition should anyone but a qualified electrician make repairs or modifications to any electrical equipment.

1.3 Defective Equipment

The Member in charge of operations has the authority to remove defective or dangerous equipment from use in the Shed immediately without warning or notification. This applies to major defects and minor defects (e.g. poorly wired plugs and sockets with sheathing exposing internal wires). All defective equipment will be tagged 'Out of Service'

1.4 Extension Leads, Flexible Cords and Cables

Electrical extension leads, flexible cables and cords should be protected from damage at all times. Inside the Shed, leads that are intended to be in place for an extended period of time should be secured at a height not less than 2.4 metres instead of cluttering the floor and posing a dangerous tripping and electrocution hazard.

SAFE USE OF LADDERS

The following precautions are to be implemented:

Setting Up

- Before use inspect the ladder for damage including ropes, pulleys and locking gear and DO NOT use if damaged
- Always place a ladder at a slope of 4 to 1 (75 degrees to the horizontal) and fix securely at top and bottom to prevent displacement/movement
- If used to access a work space or platform, the top of the ladder must extend one (1) metre above the platform or into the space
- ladders MUST NOT be placed at a doorway unless the door is locked or guarded
- ladders MUST NOT be placed against windows, electrical conductors or bus bars
- ladders MUST NOT be set up on scaffolding or elevated work platforms to gain extra height.

Climbing

- use both hands to ascend or descend
- only one person is allowed on a ladder or steps at any one time
- DO NOT climb higher than the third rung from the top
- A second person needs to be on hand to steady the ladder or steps. AMSA recommends this person also wear a hard hat for protection against falling objects.
- all tools and materials which cannot be safely secured to the persons belt must be independently transferred or hoisted to the work location.

Working On

- all work is to be performed whilst facing the ladder
- over reaching is NOT PERMITTED
- the use of power tools on ladders is restricted to those tools which can be easily operated with one hand
- after use, store ladders in a dry, well ventilated space, protected from the weather and provide adequate horizontal support to prevent sagging.

INCIDENT & NEAR MISS – RECORDING AND REPORTING

Each incident and near miss needs to be recorded and investigated to ensure that the facts are known. This information may be required by Insurers and to communicate issues to other Sheds via AMSA or State bodies to help prevent a reoccurrence.

INCIDENT FORM:

SHED	Report No.:
Date of Incident:	Time of Incident:

PART A – WHAT HAPPENED?

Type of Incident:			
<input type="checkbox"/> Injury		<input type="checkbox"/> No-injury	
If Injury:			
<input type="checkbox"/> First Aid		<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> LTI
If No-Injury was the Incident due to:			
<input type="checkbox"/> Fire		<input type="checkbox"/> Explosion	<input type="checkbox"/> Plant Failure
<input type="checkbox"/> Plant Damage		<input type="checkbox"/> Other (specify)	
Persons Involved:			
a) Person(s) directly involved.	Member / Name	Address	Phone Number
Damage to plant or property that occurred/may have occurred:			

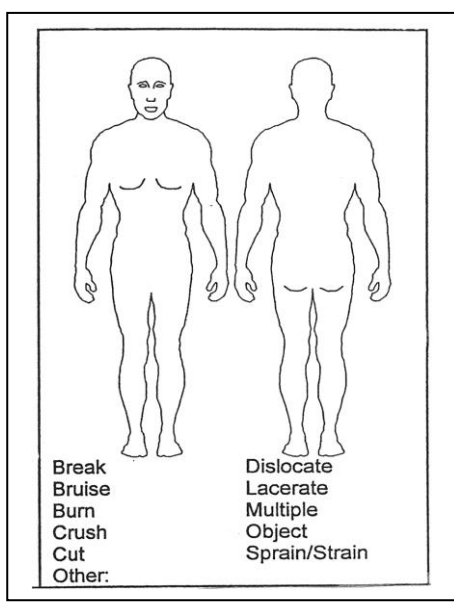
PART B – HOW DID IT HAPPEN?

Description of Incident:

(Explain clearly how the incident occurred. This should be brief, in dot point form, providing the facts only and should not contain supposition or hearsay).

Location (attach sketch/map):
Weather Conditions:

PART C – INJURY REPORT

Injury Details:		
Was FIRST AID treatment administered?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, Treatment details:		
If YES, By whom:		
Was injured person sent to Doctor/Hospital?	YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Medical Certificate/Certificate of Capacity)	
If YES, name of Doctor/Hospital:		
If YES, name of person taking injured person to Doctor/Hospital:		
Did the Injured person return to shed to participate? YES <input type="checkbox"/> NO <input type="checkbox"/>		

PART D – AUTHORITY NOTIFICATION*

Name of Relevant Authority (Police / Fire / Ambulance):		
Is this a major / serious incident:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, has the Authority been notified:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PART E – AUTHORISATION AND DISTRIBUTION

Report Prepared by:		
Name:	Signature:	Date:

DISTRIBUTION OF FORM: TO STATE / CLUSTER CO-ORDINATOR AND TO AMSA.

GENERAL SAFETY RULES

ONLY MEMBERS WHO HAVE BEEN TESTED & APPROVED ARE PERMITTED TO USE THE POWER TOOLS.

1. Do not operate machines whilst under the influence of drugs, alcohol or medication
2. Wear approved eye & ear protection & when necessary hair covers & dust mask
3. Do not wear ties, loose gloves or loose clothing
4. Never start a machine before clearing away nearby objects
5. Always use the guards & ensure they are correctly spaced from the cutter
6. Ensure there is enough space on the feed & exit sides for the work piece
7. Where applicable ensure the Dust Extraction is "On" & functioning
8. Before starting warn anyone using tools to prevent reaction to sudden noise
9. When switching "On" keep well clear of cutters
10. Let the machine get to full speed before contacting the work piece
11. Turn the machine "Off" when a job is jammed.
12. When finished turn machine "Off". Wait for cutter/blade to stop before removing work piece.
13. Always turn "Off" at the machine NOT the wall switch to prevent unexpected starts if someone else inadvertently operates the wall switch.
14. Clean Up to keep the area safe

If a machine does not seem to be functioning correctly - STOP - Unplug the machine from power. Put a 'Warning' notice on the machine and notify a Supervisor.

SAFE USE OF SPECIFIC EQUIPMENT

1. CIRCULAR SAW BENCH

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Dangerous saw blade
2. Woodchips & dust in eyes
3. Noise

Safety Controls:

1. Wear GOGGLES
2. Wear EAR MUFFS
3. Use PUSH STICKS

Procedure:

1. Adjust height of safety guard to suit thickness of timber to be sawn
2. Set height of saw blade
3. Check Dust Extractor is ON & Gate OPEN
4. Check position of Fence
5. Switch saw ON
6. Cut timber using PUSH STICKS for small pieces & at the end of the cut
7. Wait for saw to STOP before picking up the pieces
8. Turn saw OFF and close Extractor Gate
9. Clean up

2.SLIDE COMPOUND SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Woodchips in eyes
2. Can cut fingers on blade
3. Kickback from work piece.
4. Noise.

Safety Controls:

1. Wear GOGGLES/EAR MUFFS
2. Keep fingers clear
3. Ensure blade at full speed before commencing cut

Procedure:

1. Check guard is in place & functioning satisfactorily
2. Turn on Dust extractor
3. Place timber flat onto cutting bed & clamp into position against fence
4. For long cut pull saw back - keep well above the timber
5. Switch "On" - hold button down until blade has reached full speed
6. Lower and PUSH blade through timber - do NOT pull to cut
7. Release "On" switch - wait for blade to stop
8. Lift saw & return it to its rest position
9. Remove work piece & clean up

3.SMALL COMPOUND SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Woodchips in eyes
2. Can cut fingers on blade
3. Kickback from work piece
4. Noise

Safety Controls:

1. Wear GOGGLES/EAR MUFFS
2. Keep fingers clear
3. Ensure blade at full speed before commencing cut

Procedure:

1. Check guard is in place & functioning satisfactorily
2. Turn on Dust extractor
3. Place timber flat onto cutting bed & clamp into position against fence
4. Switch "On" - hold button down until blade has reached full speed
5. Lower and PUSH blade down through timber
6. Release "On" switch, - wait for blade to stop
7. Lift saw & return it to its rest position
8. Remove work piece & clean up.

4.BAND SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Sawdust in eyes
2. Noise
3. Can cut fingers on blade

Safety Controls:

1. Wear GOGGLES/EAR MUFFS
2. Lower guard to just clear work
3. Do not Trap the blade
4. Use push sticks - not fingers

Procedure:

1. Turn on extractor
2. Lower guard to just clear job. Turn saw on
3. Move timber slowly onto blade, following design lines on timber
4. Do not trap the blade or go backwards through the cut
5. For complicated patterns use multiple cuts at different angles
6. If the blade jams - SWITCH OFF before moving the work piece
7. Keep Hands, Fingers & Arms away from the blade
8. Switch "Off" at the machine & wait for blade to stop
9. Remove work piece & Clean up

5.TABLE SCROLL SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Wood Dust in eyes/Noise
3. Saw blade oscillating at high speed

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of saw blade

Procedure:

1. Adjust saw blade tension as required
2. Switch on and wait for blade to reach full speed
3. Adjust work piece table and guides
4. Ensure dust extraction on and shut off gate is “open”
5. Always feed the work slowly into the blade
6. Guide work piece carefully, blade may break
7. Switch off at machine. Not at the wall
8. When blade motion ceases, clean up

6.ROUTER BENCH

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Woodchips in eyes
2. Rotating cutter very dangerous
3. Kickback from work piece
4. Noise

Safety Controls:

1. Wear GOGGLES/EAR MUFFS
2. Keep fingers clear of Cutter
3. Wait until Bit rotation stops
4. Follow correct cutting direction

Procedure:

1. Ensure cutter bit is tightly locked in the chuck & free to rotate
2. Lock at the correct height using machine lock & adjustment lock nuts
3. Ensure guards are in place
4. Switch "On" - Allow to reach full speed - Check dust extraction is "On"
5. Hold wood firmly to table - feed edge to cutter - Beware of Kickback
6. Always feed the work against the direction of rotation of the bit
7. Use repeated small cuts rather than one deep cut
8. Switch off at the machine (not wall) - wait until the bit stops rotating
9. Remove work piece & Clean up

7.DRILL PRESS

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Shavings in Eyes
2. Clothes/hair caught in machine
3. Chuck key left in - can throw out when machine starts

Safety Controls:

1. Wear GOGGLES
2. Wear HAIR COVER
3. Keep HANDS away from drill bit
4. Clamp down work piece

Procedure:

1. Lock drill bit in chuck using chuck key
2. Locate drill bit over target mark. If possible clamp down the work
3. Turn on machine - wait for full speed
4. Using manual lowering arm, move drill through material, backing off to clear swarf if necessary
5. Do not move material during the drilling operation
6. Lift drill to its rest position, turn off & wait until rotation of the bit stops
7. Remove work piece & clean up

8.BELT SANDER & DISC GRINDER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Wood Dust in eyes/Noise
3. Belt/Disc rotating at high speed

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of belt/disc
4. Ensure table secure

Procedure:

1. Adjust disc table as required
2. Switch on and wait for belt/disc to reach full speed
3. Adjust work piece gauges and guides
4. Ensure dust extraction on and shut off gate is “open”
5. Always feed the work against the rotation of the belt
6. Hold Work piece lightly in position on belt/disc. Beware of “Kick Back”
7. Switch off at machine. Not at the wall
8. When belt rotation stops, clean up

9.WOOD LATHE

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Wood Chips in eyes/Noise
3. Work/Chuck rotating at speed
4. Work piece can fly out at start-up.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of work/chuck.
4. Check work piece position, centre and rotation of direction prior to start

Procedure:

1. Seek instruction if not fully familiar with the wood lathe
2. Adjust and centre the work piece before work
3. Ensure chuck installed correctly and adjusted for work piece
4. Lock Tail Stock and Tool Rest in position
5. Set rotation speed and direction appropriate for the work
6. Ensure dust extraction on and shut off gate is "open". Position chip collector
7. Switch on and wait for work to reach set speed
8. Make small cuts with appropriate hand tool or chisel
9. Keep work area as clear as possible and free of large quantities of chips
10. Switch off at machine. Then at the wall if finished work for the day. Clean up

10.SPINDLE MOULDER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Wood Chips in eyes/Noise
2. Cutters rotating at high speed
3. Striking
4. Kickback from work piece

Safety Controls:

1. Wear safety glasses/ear muffs
2. Keep fingers clear of cutters
3. Ensure guards are in place
4. Wait for cutter to stop
5. Ensure tooling is secure in spindle
6. Follow correct cutting direction

Procedure:

1. Ensure that the cutter tooling is secure in the spindle
2. Adjust work piece gauges and guides
3. Ensure guards are in place
4. Ensure dust extraction on and shut off gate is “open”
5. Switch on and wait for cutter to reach full speed
6. Always feed the work against the rotation of the cutter
7. Hold workpiece in position against guides. Beware of “Kick Back”
8. Use push sticks where required for small work pieces
9. Switch off at machine. Not at the wall
10. When cutter rotation stops, remove work piece & clean up

11.PLANER/THICKNESSER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Wood Chips in eyes/Noise
3. Cutters rotating at high speed
4. Striking
5. Kickback from work piece

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of cutters
4. Ensure guards are in place
5. Do not stand behind work piece
6. Follow correct cutting direction

Procedure:

1. Adjust depth of cut for light pass. Make small cuts
2. Adjust work piece gauges and guides
3. Ensure guards are in place
4. Ensure dust extraction on and shut off gate is “open”
5. Switch on and wait for cutter to reach full speed
6. Always feed the work against the rotation of the cutter
7. Hold Work piece in position against guides. Beware of “Kick Back”
8. Use push sticks where required for small work pieces
9. Switch off at machine. Not at the wall
10. When cutter rotation stops, remove work piece & clean up

12.PLANER/JOINTER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Wood Chips in eyes/Noise
3. Cutters rotating at high speed
4. Injury to hands
5. Kickback from work piece

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of cutters
4. Ensure guards are in place
5. Do not pass hands over cutter
6. Do not stand behind work piece

Procedure:

1. Adjust depth of cut for light pass. Make small cuts
2. Adjust work piece gauges and guides
3. Ensure guards are in place
4. Ensure dust extraction on and shut off gate is “open”
5. Switch on and wait for cutter to reach full speed
6. Always feed the work against the rotation of the cutter
7. Hold Work piece in position against guides. Beware of “Kick Back”
8. Use push sticks where required for small work pieces
9. Switch off at machine. Not at the wall
10. When cutter rotation stops, remove work piece & clean up

13.MINI MILLING DRILLING MACHINE

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Injury, cutting, stabbing etc
3. Tool rotating at high speed
4. Striking injury
5. Swarf in eyes/Noise

Safety Controls:

1. Eliminate loose clothing/long hair
2. Machine isolated before adjustment
3. Keep hands clear of tooling
4. Check work piece & tooling are secure
5. Wear safety glasses/ear muffs

Procedure:

1. Seek instruction if not fully familiar with the Mini Drill/Mill
2. Ensure rotation direction set and correct
3. Secure work piece to the work table
4. Ensure that vertical axis assembly set upright or to appropriate angle
5. Select the right cutting tool for the job
6. Adjust and secure tooling in chuck and position
7. Switch on and wait for chuck to reach full speed. Adjust speed as required
8. Engage tooling smoothly and slowly. Make small cuts
9. Switch off at machine. Not at the wall
10. When cutter rotation stops, remove work piece & clean up

14.PANBRAKE/FOLDER/GUILLOTINE & ROLL

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Injury, cutting, stabbing etc
2. Striking injury
3. Shearing injury
4. Crushing injury

Safety Controls:

1. Wear gloves to prevent cuts from sharp material off-cuts. Take care handling blades.
2. Ensure material clamps adjusted
3. Keep hands clear of blades and rolls
4. Secure machine and work

Procedure:

1. Seek instruction if not fully familiar with the folder/guillotine
2. Ensure work piece within tolerances for this machine
3. Material maximum for shear/brake/fold 1mm steel. (30" wide)
4. Position work for fold, shear or roll
5. Test machine motion and clamping prior to full operation
6. Apply steady rotation to the handles. Assistance may be required for some jobs
7. When machine action stops, remove work piece & clean up

15.METAL LATHE

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement
2. Injury, cutting, stabbing etc
3. Chuck rotating at high speed
4. Striking injury
5. Swarf in eyes/Noise

Safety Controls:

1. Eliminate loose clothing/long hair
2. All guards in position. Machine is electrically isolated before adjustment
3. Keep hands clear of chuck
4. Check work piece & tooling are secure
5. Wear safety glasses/ear muffs

Procedure:

1. Seek instruction if not fully familiar with the AL60 metal lathe
2. Ensure guards are in place
3. Ensure rotation direction set and correct
4. Secure work piece in the chuck and lock
5. Select the right cutting tool for the job
6. Adjust and secure tooling and tail stock in position
7. Switch on and wait for chuck/work to reach full speed
8. Engage tooling smoothly and slowly. Make small cuts
9. Switch off at machine. Not at the wall
10. When cutter rotation stops, remove work piece & clean up

Appendice 1. GRIEVANCE POLICY & PROCEDURES

AMSA highly recommends that all Sheds have in place a Grievance Policy. It is recognised that Auspiced Sheds may have a Grievance Policy which they are required to follow – it is not intended that this Policy replace the Auspicing body Policy. This policy defines Shed related grievances and describes how they are to be handled.

This policy advises on:

- the responsibilities of members,
- how to raise a grievance,
- the expected outcomes of the process and
- documentation.

Rationale

AMSA wishes to maintain a harmonious environment in Men's Sheds that is free from intimidation and harassment and which affords equality of opportunity.

All Sheds want members to express concern about Shed- related issues and to raise concerns with other members on an informal basis, in the first instance, and, if not resolved, to seek recourse to more formal grievance and dispute procedures.

AMSA is committed to fair grievance handling. The grievance handling process will be conducted in a way that ensures procedural fairness is upheld, confidentiality is maintained, and that steps are taken to eliminate victimisation.

What is Grievance?

A Shed related grievance is any type of problem, concern or complaint where a member believes that he/she has received unreasonable treatment from the Shed, or from another member and wishes to bring the grievance to the attention of the Shed Committee or authorised person and requires an action or response.

Principles

Confidentiality:

Only the people directly involved in making or investigating a matter will have access to information about the matter

Impartiality:

All parties involved will have the opportunity to provide details regarding the matter. No assumptions will be made and no action will be taken until all relevant information has been collected and assessed. Complainants using this process are protected from any detrimental action, including victimisation.

Timeliness:

All matters will be dealt with in a timely manner. All relevant parties will be kept informed of developments. An informal meeting will be held between the member/s and the Manager to discuss the grievance or dispute and the remedy sought. If the grievance cannot be resolved informally, the matter will progress to the formal stage and be resolved in a timely manner

Fairness:

This policy endeavours to provide procedures by which aggrieved persons may receive prompt, fair and consistent consideration of complaints.

Who is accountable for handling grievances?

Shed Committee or authorised persons are responsible for responding appropriately to grievances and managing the process according to the AMSA policies, principles and procedures.

Members Reporting a Grievance (Stage 1)

A member who has a problem or concern with a team member is encouraged to initially attempt to discuss and resolve the issue directly with the team member who is the subject of the concern. Inform the team member directly that they are acting in an inappropriate way and that their behaviour is unacceptable to the complainant. An opportunity is provided for them to stop and change behaviour before the matter becomes a formal grievance.

The Shed Committee or authorised person's Initial Response to a Report of a Grievance (Stage 2)

The Member in charge of operations will, if possible, attempt immediate resolution. If the grievance is resolved in this manner, the Member will document the actions taken and advise the complainant of the outcome.

Acknowledgement/Further Assessment of Grievance (Stage 3)

If an immediate resolution was not possible or achieved, the Shed Committee or authorised person will ask the complainant to put the grievance in writing and the Committee or authorised person will undertake a further assessment of the grievance and the Committee or authorised person will advise the complainant of the grievance resolution procedure.

Notification to Respondent (Stage 4)

The Committee or authorised person will inform the respondent in writing that a grievance complaint has been made against them and provide them with a copy of the grievance complaint. The Respondent will also be advised of the grievance resolution procedure.

Respondents will be advised by the Committee or authorised person that they will be given every opportunity to respond to the allegations.

The Committee or authorised person will advise the respondent that they will be informed regularly of progress towards resolution, and that they must observe

the principle of confidentiality. The respondent must not contact the complainant about the grievance during the resolution process.

Investigation of Grievance and Interview Preparation

The Committee or authorised person will undertake an investigation of the grievance, which may include interviews, a review of relevant documentation and an inspection of the workplace, and any other actions, which will assist in determining what further action is required.

The Committee or authorised person will review all additional and specific details requested from, and provided by, the complainant, and advise the respondent in writing of each specific allegation that has been made, seeking a written response to each allegation.

As much detail as possible should be given to the respondent who will be given an appropriate period of time to respond to the allegation/s

The Committee or authorised person will provide interviewees with at least 24 hours notice prior to the interview and will advise them of the nature and purpose of the interview.

Interviews

If interviews are required, the complainant and the respondent will be interviewed separately, and each given the opportunity to present their respective cases.

Each party may have a support person present during their interview; however support persons take no active role in the interview.

The interviews will be held in privacy and conducted impartially

During the interview process, each specific allegation will be put to the respondent to allow them to respond and provide his/her version of events, and comment on any relevant issue.

Records of each interview will be taken and each interviewee provided with a copy of the record of interview as soon as possible after the interview.

In some matters it may be necessary for interviews to be recorded. This will only occur with the interviewee's knowledge and permission. The interviewee will be provided with a copy of the unedited recording of the interview.

Outcome of Investigation

At the conclusion of the investigation the Committee or authorised person will prepare a report determining whether the grievance was substantiated, outlining the supporting evidence for the conclusion.

The Committee or authorised person will decide what action will be taken and it will be determined whether:

The matter is substantiated (it happened)

The following actions may be required from the person who caused the grievance and which will be appropriate to the behaviour complained about:

1. A written apology
2. An official warning
3. Counselling

The matter is not substantiated (there is not enough proof)

The following actions may be required:

1. Counselling and additional training for staff
2. Monitoring the member's behaviour

The matter was frivolous, vexatious or contrived (i.e. it did not happen)

The following actions may be required:

1. Counselling for the person who made the grievance
2. An official warning

The person lodging the grievance will be advised of all outcomes as will any other relevant party. If the matter remains unresolved the Committee or authorised person should provide the member/s with a written response. The response should include the reasons for not implementing any proposed remedy.

Monitoring the Outcome

The Committee or authorised person will monitor the outcome of the grievance resolution process. If the grievance was substantiated, monitoring will occur to ensure the solution is working satisfactorily. If not, the Manager will take appropriate corrective action.

Appeals (Stage 5)

If an member wishes to appeal with regard to the process and the outcome of the grievance resolution, they should do so in writing to their State Level Men's Shed representative for immediate review.

Appendice 2.

New Shed Typical Start up Equipment & Tool List

Fire Safety Equipment

- Fire equipment such as extinguishers
- Contact details for local Fire Station.
- Fire Evacuation Plan and wall illustration
- Fire blanket

First Aid Kit

If purchased, the First Aid Kit will include all relevant equipment. Alternatively the Shed can develop its own-the list of items below is a good start however other items may be added depending upon the range of activities undertaken. In addition to the Kit, a plentiful supply of eye wash and hand wash is recommended.

It's important that a regular check of First Aid Kits is undertaken and items replenished as needed.

Personal Safety Equipment

- Eye protection goggles/glasses
- Ear muffs
- Ear plugs
- Dust masks (ordinary)
- Specialist dust masks – with breathing cones
- Vinyl/rubber gloves
- Riggers Gloves (to protect against splinters etc)
- Safety Notices for machines and handling.

Chemical Storage Cupboard

Steel cupboard approved for storage of dangerous chemicals –Metholated Spirits, turps, varnishes, linseed oil, paint strippers etc.

*Please Note: By obtaining all MSDS forms for chemicals from the supplier at point of sale will save a lot of time later!

Bench/Floor Tools

- Circular Saw Bench
- Band Saw
- Drop Saw or Compound Saw
- Jig Saw (or Sabre Saw)
- Pedestal Drill (a small one is quite sufficient)
- Belt and Disc Sander
- Router and stand
- Lathe
- Thicknesser & Jointer Planer

Hand Tools

- Cordless Drills (at least 2)
- Miscellaneous Clamps
- Hammers
- Handsaws
- Planes
- Screwdrivers
- Orbital Sander
- Mouse sanders

Miscellaneous materials

- Wood & Plywood– of various lengths, thicknesses etc. Much of our wood is recycled wood from tips, council cleanups and wood donations from local residents
- Wide variety of sizes of screws, nails, nuts and bolts etc (and appropriate containers)
- Variety of hinges, clasps
- Extra drill bits
- Some plans/specifications for toys, projects etc.

Others

- Wet area for cleaning of paint brushes etc
- Kitchenette area for coffee/tea preparations
- 2-3 Work benches
- Storage areas/boxes for hand tools
- Storage racks for timber / metal and other materials
- A 'secure cage' to store portable power tools and other attractive items.

Appendice3. RISK ASSESSMENT SHEET

Workplace location:	
Name of person conducting assessment:	
Date:	

Spot the Risk		Assess the Risk	Fix the Problem			Evaluate Results
Identify the work task or activity	What are the risks with each activity?	Is the associated risk low, moderate, significant or high?	If the risk is unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Repeat assessment. Are Risk levels now acceptable?
						Revised risk level

Appendice 3a. RISK ANALYSIS THINKING PROMPTS

<p><u>Physical</u></p> <ul style="list-style-type: none"> • Noise • Vibration • Radiation • Unguarded equipment • Machinery/plant • Apparatus • Storage • Traffic • Electrical • Lighting • Heat • Air • Cold • Wet • Damp • Flow • Dust • Tripping • Cutting • Crushing • Height • Falling • Clutter • Sharp Edges <p><u>Work Environment</u></p> <ul style="list-style-type: none"> • Security • Access/Egress • Perimeter • Evacuation • Emergencies • Space 	<p><u>Ergonomic</u></p> <ul style="list-style-type: none"> • Workplace design/layout • Manual handling and lifting • Repetitive actions • Use of tools/equipment <p><u>Biological</u></p> <ul style="list-style-type: none"> • Bacterial • Viruses (HIV, Hepatitis) • Fungus • Insect/Snake bites • Organic dusts (wheat) • Allergies <p><u>Chemical</u></p> <ul style="list-style-type: none"> • Vapours • Fumes • Flammability • Explosive • Direct contact • Oxygen • Toxic • Corrosive • Powder • Containment <p><u>Buildings</u></p> <ul style="list-style-type: none"> • Brickwork • Roof • Timber Structures • Gutters • Glass • Fencing • Uneven Ground • Taps and Toilets
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Appendice 4. SAMPLE MATERIAL SAFETY DATA SHEET

Example: Mineral Turpentine

DIGGERS AUSTRALIA PTY LTD 7 Marmalade way Maddington WA 6109	Tel: 08 9452 5200 Fax: 08 9493 1214
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MATERIAL SAFETY DATA SHEET

This MSDS supersedes MSDS revision dated 6 October, 2000

IDENTIFICATION															
PRODUCT NAME:															
<div style="font-size: 2em; font-weight: bold; margin: 0;">Mineral Turpentine</div>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">UN Number:</td><td style="text-align: right; padding: 2px;">1300</td></tr> <tr><td style="padding: 2px;">Class:</td><td style="text-align: right; padding: 2px;">3</td></tr> <tr><td style="padding: 2px;">Subsidiary Risk:</td><td style="text-align: right; padding: 2px;">n/a</td></tr> <tr><td style="padding: 2px;">Packaging Group:</td><td style="text-align: right; padding: 2px;">III</td></tr> <tr><td style="padding: 2px;">EPG:</td><td style="text-align: right; padding: 2px;">3A1</td></tr> <tr><td style="padding: 2px;">Hazchem Code:</td><td style="text-align: right; padding: 2px;">3[Y]</td></tr> <tr><td style="padding: 2px;">Poison Schedule:</td><td style="text-align: right; padding: 2px;">5</td></tr> </table>	UN Number:	1300	Class:	3	Subsidiary Risk:	n/a	Packaging Group:	III	EPG:	3A1	Hazchem Code:	3[Y]	Poison Schedule:	5
UN Number:	1300														
Class:	3														
Subsidiary Risk:	n/a														
Packaging Group:	III														
EPG:	3A1														
Hazchem Code:	3[Y]														
Poison Schedule:	5														
OTHER NAMES: Turpentine Substitute															
HAZARDOUS ACCORDING TO CRITERIA OF WORKSAFE AUSTRALIA															
PRODUCT CODE:	TUM														
USE:	For use as a solvent for paints, etc and for equipment clean up.														
<u>PHYSICAL AND CHEMICAL PROPERTIES</u>															
APPEARANCE: Colourless mobile liquid with a petroleum solvent odour															
BOILING POINT: 145°C - 200°C	MELTING POINT: No data available														
VAPOUR PRESSURE: <5mmHg	VAPOUR DENSITY: 4.35														
SPECIFIC GRAVITY: 0.82	SOLUBILITY (WATER): Insoluble														
FLASH POINT: 33°C	EXPLOSION LIMITS: LEL: 0.9% UEL: 5.5%														
VOLATILES: 100	pH: Not pertinent														
<u>INGREDIENTS</u>															
Hydrocarbon liquid distilling under 300°C	64742-88-7 >98%														
Benzene	71-43-2 <0.5%														

HEALTH HAZARD INFORMATION
<u>ACUTE</u>
INGESTION Irritating. May cause symptoms of stomach pain, nausea and vomiting. Ingestion of large doses may cause unconsciousness. If vomiting occurs after ingestion, small droplets of the liquid may enter the lungs (aspiration) with the risk of chemical pneumonia being induced.
EYE Irritating.
SKIN Mildly irritating. Contact with the product may defat and irritate the skin and contribute to dermatitis.

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Health Hazard Information continued

INHALATION

Product has low volatility so inhalation of hazardous quantities of vapour is unlikely to occur during normal use. However, if inhaled, vapours have anaesthetic properties and may cause headache, nausea and dizziness. Higher concentrations may cause unconsciousness and coma.

CHRONIC

Inhalation and ingestion are the routes of entry into the body. The product defats the skin and prolonged or repeated contact may contribute to dermatitis.

Hydrocarbon liquid distilling under 300°C: TCLo (inhaled, human): 600mg/m³/8H; LC50 (inhaled, rat): 3400ppm/4H;

Eye (human): 880ppm/15min: irritant effect.

ADVICE TO DOCTOR

Because of the risk of aspiration, gastric lavage should only be undertaken after endotracheal intubation.

FIRST AID PROCEDURES**INGESTION**

NEVER GIVE AN UNCONSCIOUS PERSON ANYTHING TO DRINK NOR ATTEMPT TO INDUCE VOMITING. If person is conscious, rinse mouth out with water ensuring that mouth wash is not swallowed. Give about 250mL (2 glasses) of water to drink. DO NOT attempt to induce vomiting. Seek URGENT medical attention.

EYE

Hold eyelids open and rinse the eye continuously with a gentle stream of clean running water for at least fifteen minutes. Seek medical attention.

SKIN

Remove contaminated clothing and wash thoroughly with soap and water. Use water alone, if soap is unavailable. Apply a moisturising hand cream, if available. Seek medical attention if any soreness or inflammation of the skin persists or develops. Launder affected clothing before re-use.

INHALATION

Remove to fresh air. Keep warm and at rest. If breathing is laboured, hold in a half upright position (this assists respiration). Apply artificial respiration if breathing has stopped. Seek medical attention.

PRECAUTIONS FOR USE**ENGINEERING CONTROL**

Ventilation requirements depend on the quantity of product in use and the method of application. Work area should have good, mechanical ventilation. Local exhaust ventilation may be required if the product is sprayed.

PERSONAL PROTECTION

Requirements are dependant on working conditions, method of application and quantity of product in use. For minor use, safety goggles and PVC or natural rubber gloves may be sufficient. If large quantities are in use or if the product is being sprayed, chemical resistant safety goggles, gloves or gauntlets and overalls may be required. A half face respirator with organic solvent vapour filter may be required unless the area is well ventilated. In confined spaces use air supplied breathing apparatus. N.B. TAKE THE LIMITS OF ABSORPTION CAPACITY INTO ACCOUNT. CHANGE FILTERS REGULARLY.

FLAMMABILITY

Flammable. Solvent vapours can form flammable mixtures with air on heating. May evolve toxic fumes if heated strongly or burned. The product may react with strong oxidising agents such as liquid or powdered chlorine.

EXPOSURE STANDARDS

Hydrocarbon liquid distilling under 300°C (64742-88-7): E.S. TWA: 480mg/m³

Oil mist E.S. (TWA): 5mg/m³.

SAFE HANDLING PROCEDURES

STORAGE

Class 3 Flammable Liquids should not be transported or stored with goods of: Class 1 (Explosives), Class 2.1 (Flammable Gases, where both flammable liquid and flammable gases are in bulk), Class 2.3 (Poisonous Gases), Class 4.2 (Spontaneously Combustible Substances), Class 5.1 (Oxidising Agents), Class 6 (Poisonous (toxic) Substances, where the flammable liquid is nitromethane), Class 7 (Radioactive Substances).

Store in a flammable liquids area: designated no smoking, away from all sources of ignition, out of direct sunlight in a cool well ventilated area below 25 degrees Celsius. Higher temperatures may cause pressure build up inside containers. Protect containers against physical damage. Ventilation along the floor is advised for bulk storage.

SPILLS & DISPOSAL

SPILLS: Remove unnecessary personnel from the affected area. Wear protective equipment as specified for handling. Cover with an absorbent such as earth, sand or a commercial oil absorber. Sweep up and collect in sealable containers. Dispose to approved land-fill.

DISPOSAL: If possible, return to supplier. Otherwise, dispose by controlled incineration or to approved land-fill.

FIRE EXPLOSION

Flammable. Sealed containers may explode if heated. Vapours can form flammable mixtures with air. May evolve toxic fumes if heated or burned.

Wear self contained breathing apparatus. Keep containers as cool as possible by spraying with water, from a protected position. Water is not effective for fire-fighting. Extinguish using foam, powder (bicarbonate or ammonium phosphate based) or carbon dioxide.

OTHER INFORMATION

HAZARD CLASSIFICATION

Xn Harmful

RISK PHRASES

R65 Harmful: May cause lung damage if swallowed.

R38 Irritating to the skin.

CONTACT POINT

Customer Service

(08) 9452 5200

Emergency Advice

(08) 9452 5200 7:30 – 4:30 Mon – Fri Western Standard Time

Poisons Information Centre: Australia 131 126 or New Zealand 03 4747 000

Appendice 5.

AMSA RECOMMENDED MEN'S SHED HEALTH & SAFETY AUDIT QUARTERLY CHECKLIST

GENERAL ITEMS	Please tick one	
	YES	NO
1. Are the owned premises you occupy and major equipment insured (contact AMSA for insurance options)		
2. Have you or do you intend to lease premises or equipment?		
3. Are the entrances and emergency exits clearly marked?		
5. Do you regularly practice (at least every six months) fire drills / emergency evacuation		
5. Are there procedures for dealing with fire/bomb threat / explosion/flood?		
6. Are members trained in the above procedures?		
7. Do you have an WH&S manual that is out of date?		
8. If a member or organisation hires a room / centre, do you check on the hirer's Public Liability Insurance?		
9. Has your Men's Shed been required to sign any form of indemnity in relation to the delivery of its services, hire of property or equipment, use of contractors, etc.?		
EQUIPMENT		
10. Have operators of equipment been trained in their use?		
11. Do you consider human differences in height, strength, allergies, etc. when allocating work tasks?		
12. Is personal protective equipment (PPE) always used by members in accordance with instructions / policies e.g. gloves, safety glasses, aprons, hats, helmets, shields?		
13. Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. kept in good order and replaced if they become faulty?		
14. Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. checked monthly to ensure they are in good order?		
15. Are transport / special vehicles suited to the task and in a sound condition?		
16. Are ladders / steps used by volunteers – are they safe and sturdy and suited to the job?		
PEOPLE ISSUES		
17. Are members exposed to noise levels that interfere with normal speech level conversation?		

18. Is it possible that anyone working will be unable to hear alarms because of a disability or noise levels?		
19. Is noise protection equipment needed and available?		
20. For members whose disability is general knowledge, is adequate care taken to assist them? In instances where disabilities are held private – is privacy respected?		
21. Are enough members available to ensure transportation and outings are conducted with safety?		
22. Is anyone subject to substantial vibrations from the work they do for periods longer than 5 minutes? - full body vibration? - hand / arm vibrating?		
23. Is anyone exposed to excessive radiation from the sun, welding, x-ray? Do they wear protective equipment?		
24. Is lighting adequate to perform tasks safely?		
25. Is any medication administered to members on a routine basis? (prescription or non prescription)		
OPERATIONAL ISSUES		
26. Has anyone been trained in First Aid and holds a current certificate?		
27. Do you ensure that no advice is given to members by other members on subjects where members are not properly trained e.g. counselling, finance, investments, medication, wills, legal issues, building modifications?		
28. Have any members been involved in situations where they have been threatened or subjected to physical or verbal abuse at the Shed or whilst participating in Shed activities?		
29. Have there been any previous recorded incidents of physical or verbal abuse to members?		
30. Have there been any major incidents / injuries or near misses in the past quarter?		
31. Do members wear suitable clothing and footwear while providing services?		
32. Have you a policy / plan for Emergency management?		
33. Do you practice emergency evacuations / drills?		
34. Is any workspace a confined space that has inadequate air comfort (temperature, movement of air?)		
35. Are handrails fitted to stairs that need to be climbed by members?		
36. Are safe work practices encouraged?		
37. Does anyone have to handle harmful substances such as poisons, flammables (normally shown on labels)?		
38. Are they trained and use suitable equipment to handle and store harmful substances safely?		

39. Does your Shed maintain a Register of First Aid, incidents with equipment and near misses?		
40. Are all containers properly labelled so that contents and doses are not mistaken?		
41. Do members have access to communications equipment and contact numbers for emergencies?		
42. Do member records show home contact numbers in order to receive emergency information (e.g. about contaminated food) ?		
43. Is air conditioning plant checked periodically for Legionellosis?		
44. Has vermin / insect traces been found in the premises – particularly kitchens and storage areas?		
45. Has qualified pest control services been applied?		
46. Has any member complained about the need for counselling or stress in relation to the Men's Shed?		
47. Does anyone have a need to work in very confined spaces, where any body movement is very difficult?		
48. Have any of the members been injured or almost injured (near miss) in connection with any activity provided by your Shed? (please list in the space below)		
Injuries/Near Misses		

APPENDICE 6. SAFETY SIGNAGE

Each Shed will have some common signage needs such as:

- Exit Signs
- Footwear
- Eye Protection
- Noise Protection
- Various Danger Signs

There are hundreds of signs to choose from and they have by and large been already designed to meet legal requirements.

Before trying to design your own signs, an Internet search will provide you with literally hundreds of websites that offer Workplace Health & Safety signage at a reasonable price.

AMSA has downloaded a sample of signs that can be printed and laminated with plastic before being displayed in the Shed. These samples are available on our website www.mensshed.org under '*Member Services- Risk Management*' tab.

An internet search or a visit to your nearest hardware store can provide you with other signs to meet your Shed's requirements.

<http://www.australiansafety signs.com>

