



1 INTRODUCTION:

The Forest Hill Woodturners and Community Shed Safety Policy consists of three components:

- This covering Safety Policy statement,
- Activity Safety Analysis sheets for each identified issue, and
- Safe Work Procedures.

Our aim is to manage all health and safety risks, so that the health and safety of Members and others are not adversely affected by the conduct of either the Club or the Members themselves.

Experienced woodturners know that nurturing a culture of safety is a constant and conscious effort. It requires every member to do all that can be done to prevent accidents. The aim and policy of the Club is to build and maintain a culture of safety in which Members have a mutual obligation to always consider the effects of their actions on themselves and others. This document and its associated ASA and SWP documents are to be used as a tool to facilitate these objectives.

To achieve the FHWT aim an analysis of each task undertaken by the club is identified and the hazard(s) associated with that operation assessed with regard to the likely risks. This process is then documented in a Job Safety Analysis for each of the hazardous tasks.

The Club Management Committee will undertake all administrative steps necessary to ensure that this policy will be brought into effect, including the appointment of a Safety Committee.

1.1 Terminology and words used in this Policy and its components:

Term/word	Meaning
FHWT	Forest Hill Woodturners and Community Shed (Seniors) Incorporated
Club	FHWT and Members
ASA	Activity Safety Analysis
SWP	Safe Work Procedures
Hazard	A hazard is a situation that has the potential to harm a person. (Hazards are considered with regard to likelihood and consequence, and a series of controls are introduced to eliminate or minimize any risks to an acceptable level)
Risk	A risk is the possibility that the harm (i.e. death, an injury or an illness) might occur when exposed to a hazard
Authorised Person	FHWT has a range of equipment that can only be used by an experienced operator who understands the complexity and dangers of the



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	equipment, also referred to as the 'authorised person'. These pieces of equipment are identified and may only be used by or under the supervision of an authorised person
Safety Committee	A committee appointed by the Club Management Committee will consist of a safety officer and an appropriate number of deputies as determined from time to time.
Member/s	Members of the FHWT.
Maintenance Officer	A member appointed by the Management Committee to oversee equipment maintenance.
Management Committee	The Committee elected by Members at the annual general meeting to run the Club and make rules and policy as necessary

Symbols: The following signage will be used in SWP's posted throughout the rooms and when indicated must be observed.

 Safety glasses must be worn at all times in work areas.	 Long and loose hair must be contained.	 Hearing protection must be used.	 Dust mask
 Sturdy footwear must be worn at all times in work areas.	 Close fitting/protective clothing must be worn.	 Rings and jeweler must not be worn.	 Gloves must not be worn.

2 MEMBER RESPONSIBILITIES:

All Members are responsible for their own safety and the requirements of this Policy when in the Club and Members will conduct themselves in a manner whereby, they take into consideration the effect on others as well as themselves. In addition to the rules for operation of specific equipment, as detailed herein, Members should observe the rules as detailed in the Policy and associated ASA's and SWP's

Members may bring visitors to the Club but must make their visitors aware of this Policy and all safety requirements.

2.1 PERSONAL BEHAVIOUR

All Members must;

- Acquaint themselves with the details of this Policy.
- Adhere to instructions from Safety Committee/Officers and Club Committee.



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- Understand the Club Committee's obligation to ensure that Members operate in a safe environment.
- Spectators should at all times leave adequate room for operator and designated instructor and not cause any distraction.

2.2 ATTIRE

When using equipment Members are to observe the requirements of the ASA and SWP's. In summary, Members must;

- Wear covered non-slip footwear.
- Wear suitable clothing when using equipment.
- Wear glasses, safety glasses or face shields where an impact hazard exists.
- When wearing long sleeves ensure cuffs are buttoned or rolled up
- Ensure long and loose hair is tied back or covered by other means.
- Remove jewellery likely to be caught by moving equipment.
- Neckties and pendants must be removed.

3 RULES FOR OPERATION OF EQUIPMENT:

Always refer to ASAs for Instructions for each piece of Equipment.

4 SELECTION OF TIMBER FOR USE WITHIN CLUB ROOMS:

- Members should only use permitted timbers that have the least known cause of allergies.
- Should you consider using alternative timbers or timbers you are not sure of, Members should consult a member of the Safety Committee and they will ensure that other Members are not allergic to the species of timber.

5 SAFETY COMMITTEE, SAFETY OFFICER AND DEPUTIES:

5.1 Appointment:

A Safety Committee, consisting of a Safety Officer and Deputies and shall be appointed by the Committee of Management for a period as defined by the Committee.

5.2 Authority:

To enforce the Club's Safety Policy, by ensuring that all Members are aware of and adhere to this policy.



5.3 Safety Committee / Officer and deputy's role.

- Educate Members to ensure everyone is familiar with this Policy, ASA's and SWP's.
- As much as possible ensure safe procedures are carried out by all Members on a continuing basis.
- Certify the individual Members who are approved to use hazardous equipment.
- Restrict unauthorised persons from using hazardous equipment.
- As a duty of care, advise Maintenance Officer/Committee of any maintenance, upgrades and/or improvements required of equipment.
- It is desirable that a Safety Officer or deputy is available for each session of club meetings, but all Members are responsible for their own safety and the requirements of this Policy when in the Club.
- Submit a report to each Annual General Meeting of the activities of the Safety Committee.

6 COMMUNICATION

This Policy and the associated ASA's and SWP's are made available to all Members and the covering Policy will form part of the Membership pack provided to all new Members. A full set of documents is available in hard copy in the Club rooms for inspection at any time and all documents are also published on the Club's web site at www.fhwt.org.au.

Any changes to the Safety Policy, ASA or SWP Posters will be advised to all Members via Newsletter or Bulletin and the changes will be discussed during the Club meetings. Any changes considered urgent will be communicated via a Club Bulletin.

SWP's and signage identifying equipment designated as 'Approved Users Only' will be attached to that designated equipment.

6 FIRE SAFETY

- In the event of fire locate fire extinguishers and attempt to extinguish fire.
- If the fire is large immediately call out 'FIRE, FIRE, FIRE' and all Members present must evacuate the building. The fire brigade should be called on 000 immediately.
- The fire officer (warden) or deputy must ensure the building is evacuated and must check the toilet and basement areas to ensure they are clear. When leaving the building the fire officer must take the attendance book for calling the roll.
- Once outside in the designated assembly area all Members are to remain in the assembly area to allow the roll to be called to ensure all Members have been evacuated. The Fire/Safety Officer will release Members once the roll call has been completed.
- The fire brigade must be called for any and every fire event, this is for insurance purposes and also to ensure there is no residual combustion.
- All Members are to familiarise themselves with the fire procedure, identify fire exits, locations of fire extinguishers, external assembly point and know the fire officer and his deputy.



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7 FIRST AID

- First aid officers have been appointed by the Committee and have received basic first aid training.
- A Defibrillator is available within the club rooms (located on the wall in the tool room area).
- Any medical issue or incident requiring first aid must be highlighted to a first aid officer in the first instance then a decision should be made as to the need to call an ambulance. In the absence of a first aid officer, first render assistance then call an ambulance.
- An Incident Report is to be completed for any issue requiring First Aid or for which the first aid offices deem necessary.
- Members are to acquaint themselves with the 'Medical Emergency' poster which is located on the wall near the defibrillator in the tool room.

IT IS A CONDITION OF MEMBERSHIP OF THE FHWT THAT ALL MEMBERS WILL BE REQUIRED TO CERTIFY THAT THEY HAVE READ AND UNDERSTOOD AND WILL COMPLY WITH THIS POLICY.

REVISION HISTORY

NUMBER	DATE	UPDATED SECTIONS
1	19 Nov 2005	Initial issue
2	July 2013	Bandsaw use, Overall review
3	Sept 2019	Grindstone safety, fire management, overall review and update.
4	23 Sep 2019	Name change, re-issued to all Members
5	Oct 2020	
6	22 Aug 2023	Name change to include Community Shed
7	22 Feb 2024	Name adjustment and minor corrections