



Coochiemudlo  
Mens Shed  
(Inc)

# Health and Safety Manual



CMS (inc) H&S Manual

Revision No. 0001

Date: 26 March 2017

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THERE IS AN APPENDIX TO THIS MANUAL  
IT IS A SEPARATE DOCUMENT.

New Members Application Form sample

Assessment of a Member's Job Capacity Form sample

Attendance Book, sheet sample

Green Tools Register

Blue Tools Register

Induction Checklist sample

Record of Safety Instruction sample

Warning Tags sample

Emergency Contacts (to also be displayed in the shed)

Emergency Procedures (copy to be displayed in the shed)

First Aid Kit Contents

Incident Recording and Reporting Form sample (blank Incident Forms to be kept in the shed)

General Safety Rules (to be displayed in the Shed)

H&S Audit - Quarterly Checklist sample

Grievance Policy and Procedures

Safe Use of Ladders

Risk Management Policy

Risk Management Process for Health & Safety

Risk Assessment Sheet sample

Risk Analysis Thinking Prompts

Materials Safety Date Sheet – sample Mineral Turpentine

First Aid Register Treatment Record Sheet sample



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Plan view sketch of shed



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## Foreword

Coochiemudlo Mens Shed (CMS) is a place of encouragement for all to take an interest in their own health and well-being. We want to give our members a safe and busy environment where manual and social activities occur in an atmosphere of friendship. A key focus is to advance the well-being and health of our members and to encourage social inclusion.

Members are free to discuss issues, pass on their knowledge, life experience and work skills to others, and to learn new skills from others.

They are able to work on meaningful projects at their own pace, in their own time and in the company of others.

Or they can just come and have a yarn, a tea or coffee, or read a magazine.

In this manual, the word “shed” refers to the shed or sheds housing the work and social areas. It also refers to any area in which members are working, for example, the site of another CMS project anywhere on or off the island.

## Health and Safety of Our Members

CMS members are encouraged to read this manual and have an understanding of its contents.

Safety is everyone’s business. Our members have a duty of care to themselves, their shed colleagues, their family and friends, to work safely and leave the shed uninjured.

All our members are expected to be responsible adults and behave accordingly. They have to actively and responsibly promote their own safety. They are expected to be familiar with the shed rules and follow them. If any aspect of shed safety is not clear, it is their responsibility to tell CMS management so that the issue can be resolved.

We want our members to have the maximum freedom to safely enjoy all the facilities of the shed, free from over-regulation. We have tried to eliminate unnecessary procedures and paperwork, focussing on recording only such information as we require so that we can demonstrate to others we are fulfilling our duty of care.

Members who use the shed’s facilities have a duty to comply with safe working practices. They also have a duty to report any unsafe activities and practices which can be improved.



By each of us actively accepting responsibly for our own safety and that of others, we can simplify the formal procedures and documentation needed to keep the shed safe.

This manual is a living document and from time to time, will be updated as we respond to suggestions for improvements and changes such as the addition of new equipment.

CMS Management is committed to:

- Encouraging and supporting a culture whereby all members can identify and report safety risks in the shed.
- Continuously improving safety to reduce injury, illness and harm.
- Providing induction training and briefings to ensure that our members and visitors understand risks and safety obligations.
- Compliance with all applicable laws, regulations, statutory obligations and other relevant requirements.
- Ensuring that we have the resources and skills necessary to manage our identified safety risks.
- Consulting and communicating with our members about safety.
- Providing information and documentation to assist with safety management.

Of course we cannot exist without appropriate insurance cover. Sound safety practices result in low accident rates and consequently low insurance premiums. If a member or an organisation wishes to hire any equipment, facility or space in the grounds of the Shed, that member or organisation shall provide details of their current Public Liability Insurance.

### **Social Area**

For all members and visitors, an area is allocated, separate from the work areas, with tea/coffee making facilities, tables and seating, magazines, etc. In addition to encouraging social interaction, the area can be used for periodic meetings of members or management. **Debate this point**

### **Children**

Children are not permitted in the Work Areas of the shed.

### **Alcohol and Drugs**

No alcohol or drugs are to be kept on the premises.

Members checking into the shed shall observe the same blood alcohol level and drug requirements as those required to operate a motor vehicle on a public road.



## Smoking

Smoking is not permitted anywhere inside the shed.

## Members with disabilities

We welcome members with disabilities and where we can do so, we will adapt our processes to allow them to fully participate in shed activities.

Our normal induction process allows inductees to be appropriately assessed with respect to any disability so they can have access to the fullest range of shed facilities and equipment possible, consistent with ensuring their safety and wellbeing.

## Inducting New Members

### Application Form

Those who want to join the CMS will be asked to submit a single page application form. A sample is in the Appendix.

### Assessing a Member's Job Capacity for Shed Machinery

The assessor will discuss with the member the operation of hand tools and simple power tool, and the fixed higher powered tools for woodworking or metalworking. The member will then be issued a white, green or blue name tag accordingly. The colour of the tag will show the level of tools for which the member has demonstrated competence. This is described in more detail in 'Members Tags' below.

On the day a new member first enters the shed, an assessor will introduce the member to the various facilities of the shed and the training and safety activities. The assessor shall use an induction check list and will

- Explain the shed structure and purpose
- Explain our policies and procedures
- Introduce key people and explain roles
- Show the shed facilities
- Explain our training
- Explain shed safety responsibilities
- Show the shed safety environment
- Indicate the location of the first aid kit and fire extinguishers
- Indicate the evacuation assembly area.

An example of the Induction Checklist is in the Appendix



## Induction and Training

For those members who wish to work in the shed work areas, as opposed to the social area, induction involves a separate assessment of each individual's capacity to work safely.

The colour of a member's name tag shows whether that member wishes to use 'Green' level tools only or whether the member has been trained to use tools from the 'Blue' level (see 'Green' and 'Blue' grade tools and equipment below).

## Attendance Book

Members who want to work in the shed must sign the Attendance Book when entering and sign out when leaving. The attendance record is part of our safety system, for example, to check that everyone is safe in evacuations.

An example of an Attendance Sheet is in the Appendix.

## Visitors

Visitors to the shed are welcome and must always be accompanied by a member. They are required to sign in and sign out (see 'Attendance Book' below). Visitors are permitted in a work area only if accompanied by a member and may only observe activities. Visitors are not permitted to use tools of any kind.

Visitors must wear 'Visitor' Tags.

## Contractors

Contractors may be required to enter work areas from time to time. They are required to sign in and sign out in the Attendance Book.

So that our members do not compromise the Contractors' own WH&S obligations, our member's work shall cease for the period and in the work areas in which the Contractors are present.

Contractors must be identified by company tags or wear a 'Contractors' tag.

## Work Areas

The shed is arranged in two work areas, namely:

- Woodwork and General (benches, hand tools, lockers, woodworking machinery, etc and PPE)
- Metalwork (benches, hand tools, lockers, metalworking machinery, welding/cutting equipment, screens, etc and PPE)



In this way, members in one area can more safely work independently of members in the other area. Storage of tools and equipment also follows this layout.

### **Name Tags**

These must be worn when members or visitors are in the shed. They help in emergencies or evacuations to account for all persons on the Attendance Sheet.

### **Visitors Tags**

These are white, marked 'Visitor', and must be worn while on the shed premises.

### **Members Tags**

#### **White Tags**

These are for members who wish to be in only the Social Area.

#### **Green Tags**

These tags permit members to use all the equipment in the Green Tools Registry (refer below). They will not require training or supervision unless they request it.

#### **Blue Tags**

These allow members to use equipment in the Blue Tools Registry (refer below) but they must be assessed separately for each piece of equipment they want to use. When they pass assessment, that piece of equipment will then be added to their Record of Safety Instruction.

In this way, these tags become part of Training (see 'green' or 'blue' tags, below), the colour assisting the Shed Manager to check that members are working safely.

### **Record of Safety Instruction**

Those members with 'Blue' tags will each have a 'Record of Safety Instruction' sheet held in their name. This sheet lists the individual item(s) of equipment which the member has been trained to safely operate. Members have the right to use any piece of equipment in the shed, provided that, for items in the Blue Register, their Record of Safety Instruction lists that specific piece of equipment.

Each time a Record of Safety Instruction is updated, an updated copy shall be given to the member.

### **Equipment Grades**

There are two grades of tools and equipment, namely 'Green' and 'Blue'



### **‘Green’ Grade.**

The tools in Green grade are listed in the Green Tools Registry (refer Appendix). Members with Green Tags are responsible for checking that none of the tools or equipment they propose to use is on the ‘Blue’ level register. Apart from Blue tools, members can use all other tools freely and without supervision.

Green grade tools are generally common hand tools, plus some simple hand-held power tools (drills, small sanders, jigsaws, etc) and are considered less likely to cause significant injury.

It is the member’s duty to work responsibly with these tools. However, if a member feels uncomfortable to use one, he can, of course, ask for help from other members. That’s what they are there for.

To prevent a clutter of unnecessary paperwork and simplify shed management, if a member asks for training on ‘Green’ level tools, this will not be recorded on the member’s Record of Safety Instruction. This record is for the safe use of Blue Tools.

### **‘Blue’ Grade.**

The Blue Tools Registry (refer Appendix) itemises each individual machine in this grade. The equipment (generally larger hand-held power tools, chain saws, fixed power tools like lathes, table saws, thicknessers, gas cutting and welding equipment) requires the user to have demonstrated, to an assessor, competence to use each item safely. When this is demonstrated, the assessor will record each separate ‘Blue’ item on the member’s Record of Safety Instruction form.

For each ‘Blue’ item, a Safety and Operating (S&O) sheet indicates:

- The risks identified in using it
- The safety controls instructions for its use
- A procedure for starting, using and stopping the item

An easy-to-access folder in the shed contains all the S&O sheets.

Having a ‘Blue’ Name Tag indicates that the wearer has been trained in only those Blue tools and equipment on his Record of Safety Instruction. Each member will be given a copy of his current Record.

These records are held at the shed to allow convenient updating and amendment.

### **General Safety Rules (Shed Rules)**

In addition to S&O sheets for ‘Blue’ grade equipment, a sheet of General Safety Rules will be displayed in the shed, a copy of which is in the Appendix.



### **Periodic Inspection of equipment**

All equipment, including hand tools, shall be inspected on a quarterly basis, to ensure that each item is in safe working condition. Equipment found to be faulty shall be tagged "OUT OF USE" until it is returned to a safe condition.

Appropriate members will also service equipment on a scheduled basis (changing rotary or band saw blades, etc). Some inspections will involve dismantling some of the fixed machinery, removing covers, etc, and cleaning internal accumulated material which could damage the machine or constitute a fire risk.

During these service inspections, work will not be permitted in the shed.

### **Vehicle Maintenance / Inspection**

Vehicles such as cars or utilities which are the property of the shed shall be maintained in a roadworthy condition.

### **Assessors / Trainers**

Assessors/Trainers must have appropriate trade or equivalent qualifications. They are required to ensure that members wanting to operate equipment can do so safely. The member's Record of Safety Instruction can then be marked up accordingly.

### **Medical Records.**

The Shed maintains a file about each member's medical conditions, medications and an emergency contact person. This information shall be transferred to the medical record from the member's application form. The information shall be updated annually or more often, as necessary.

This file should be checked before administering first aid or medication. If in any doubt, check the member's doctor or emergency contact person.

### **Working Hours**

The hours below are those we will take to the Council for consideration. The Council is conducting a resolution of residents' concerns and as these are resolved, we expect the Council will include in the lease documents, hours of operation which Council considers will address the concerns of local residents.

The following hours apply

- Weekdays: machinery from 8am to 5pm, conversations till 7pm
- Weekends: machinery from 8am to 1pm.
- Occasional social gatherings until 10pm



## Minimum Shed Manning

For the safety of members, there shall be no fewer than two members in the shed at any time.

## Keys and Security

The shed is built to provide storage of tools and equipment such that only professional criminals with suitable equipment could gain access to the building.

Keys to the shed are held in a lockable security container attached to the shed. This container can be opened by selecting a PIN number.

### How do we control the PIN number.

Valuable items such as power tools, tool bits, welding and cutting equipment, etc require locked storage within the shed, for additional protection.

Additional lockable filing cabinets and similar storage are provided for power tools and items such as tungsten carbide tipped cutting tools, drills, etc.

## Grievance Policy and Procedures

CMS has a grievance policy and procedures to handle grievances.

The policy gives advice on

- The responsibilities of members
- How to raise a grievance
- The expected outcomes of the grievance process
- Related documentation

The grievance policy and procedures are in the Appendix.

When writing these in the Appendix, refer pages 55 to 58 of the AMSA H&S manual.

## Review of the H&S Manual

It is expected that this manual will be under constant review, particularly in the early days of shed operation.

In the early stages of shed operation there may be frequent amendments to the manual. Issues involving improvements to safety can be dealt with promptly. However if the updating process is flooded with daily or weekly revisions, we will likely get the situation where members will be unlikely to keep up with the manual at all. Maybe initial amendments could be 'saved up' and quarterly revisions of the manual could be made by holding a general meeting to cover its issue at which all the changes could be aired.



Updating of the manual shall be the responsibility of the Safety Committee of CMS.

The manual shows, at the foot of each page, the Revision No. and Date. In this way stray pages from outdated versions can be identified and destroyed. When the manual is revised, the new revision number and date will be recorded.

Whilst the Safety Committee will try to make the manual simple to read, it is the responsibility of members to read and understand revisions and resolve with management any personal concerns.

### **Input from Members to this Manual**

Every member has a duty to be on the lookout for any aspect of the shed which is felt could be improved. This includes any aspect of this manual and the General Safety Rules. Suggestions from any member are welcomed. To avoid relying on verbal advice and memory, suggestions are preferred to be either by e-mail, SMS to the President or any other means by which a record is established. We must try to avoid undocumented comments on any issues of safety.

We have tried to make this manual simple to read and understand. Suggestions are also welcome on how we could simplify and improve it.

### **Cleaning and Housekeeping**

Before the shed is closed each day members are asked to check that:

- Tools are put away
- Benches cleaned
- Floors swept

### **Electrical Safety**

#### **Installations**

All work is to be done by licensed electricians and must comply with the relevant statutory Acts and regulations.

#### **Portable Electrical Equipment**

All power tools and all general purpose outlets must be protected by an approved earth leakage protection device.

All portable or mobile generating equipment must be protected by an approved earth leakage protection device.

Shed management shall ensure that all electrical equipment, leads, lights, transformers, etc are readily identifiable



- Inspected prior to use
- Inspected, tested and tagged in accordance with the Code of Practice by a licensed person every 12 months.

Only licensed electricians may repair or modify any electrical equipment.

### **Defective Equipment**

Shed management has the authority to take out of service any defective or dangerous electrical equipment from the shed without notice. The equipment shall be tagged “Out of Service”.

### **Extension Leads**

These should be protected from damage. Where a lead inside the shed is intended to be in place for an extended time, it shall be secured where possible off the floor at a height of not less than 2.4m.

### **Safe Use of Ladders**

Procedures for the safe use of ladders are in the Appendix.

### **Warning Tags**

A supply of warning tags shall be kept at the shed so that portable and fixed equipment which is faulty can promptly be taken out of service.

Each tag which is fixed to equipment must be signed by the person who attaches the tag.

When the equipment has been repaired and is safe to use, the tag can only be removed by the person who attached it. Examples of tags in use are in the Appendix.

### **Warning and Safety-Related Signs**

Warning signs shall be prominently displayed in the Shed. These shall include:

- Exits
- Footware
- Eye Protection
- Noise Protection
- Fire Extinguisher Location
- First Aid Kit Location
- Attendance Book Location

Also displayed in the Shed must be:



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- General Safety Rules
- Evacuation Procedure
- Emergency Procedures and Contact Numbers

### **Incident Management**

Each incident and near-miss shall be recorded on an Incident Form. A copy of this form is in the Appendix.

This information may be required by insurers and to communicate issues to other sheds to help in preventing a recurrence of the incident.

### **First Aid**

In the event of an injury requiring first aid, an Emergency Contact (could this be a First Responder?) or a medical practitioner should be contacted.

A list of emergency first aid phone numbers shall be kept in the shed.

(Will the shed have a phone, land line for emergency use?)

A first aid kit shall be kept in the shed at all times.

### **First Aid Kit and List of Contents**

The initial first aid kit was assembled from information from AMSA but the list of contents shall be reviewed and amended as necessary to reflect changes in the activities of the Shed so that the kit remains relevant to the members.

A copy of the list of contents shall be kept in the first aid container and a copy of the list is in the Appendix. The contents shall be checked quarterly to ensure that they are in accordance with the list. The use-by dates of relevant contents shall also be checked and items kept current.

### **Personal Protective Equipment (PPE)**

PPE shall be worn at all times, as appropriate to the work performed.

The safe operation sheets for each item of Blue Grade equipment shall list the required PPE for that item.



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## **Shed Manager**

A Shed Manager shall be present during the working hours of the woodwork and metalwork area. The Shed Manager shall assist in the safe operating of equipment by members.

## **Safety Officer**

The Safety Officer is responsible for maintaining the H&S Manual.

Where a hazard is noticed and, to deal with it, a formal risk analysis is required, the Safety Officer is responsible for organising the appropriate members and starting the risk assessment process. The Safety Officer is responsible for recording the outcomes of the process and amending the H&S manual if required.

If, in the normal processes of reporting and removal of hazards, changes are required to the safety procedures in this manual, the Safety Officer is responsible for writing and gaining approval for those changes.

## **Emergency Procedures**

An Emergency Contacts list shall be prominently displayed in the shed of emergency assistance contacts including:

- Fire
- Ambulance
- Police
- Doctor
- Hospital
- Poisons Information Centre
- Other emergencies
- CMS shed coordinator or manager

A copy of the list is in the Appendix.

A list shall be prominently displayed in the shed of detailed emergency procedures including:

### **Fire**

1. Assess the fire and if safe, use portable extinguishers, fire blanket, etc
2. Evacuate all members to the evacuation area and check against the attendance book
3. Notify Coochiemudlo Fire Service – Ph 07 xxxx xxxx



## Bomb Threat

1. Evacuate all members to the evacuation area and check against the attendance book.
2. Call 000 or Police – Ph: 07 xxxx xxxx

## Explosion

1. Evacuate all members to the evacuation area and check against the attendance book
2. Call 000 or xx xxxx xxxx
3. Assess fire risk and risk of further explosion

If members have to evacuate the shed in an emergency they shall assemble at the evacuation assembly point.

A plan view sketch of shed shall be displayed in the shed, indicating at least the following

- Evacuation Assembly Point
- Fire extinguishers
- Electricity main distribution board
- Water mains
- Fuel and inflammable storage area
- Chemical storage area

## Fire Protection

A fire extinguisher shall be located in the woodwork area, the metalwork area and the kitchen section of the social area.

### Too many fire extinguishers??

Fire extinguishers shall be of the dry powder type and shall be maintained and tested in accordance with the manufacturers recommendations.

## Stored Materials

Petrol and diesel fuel shall not be stored in the shed.

Containers for flammable liquids such as turpentine or acetone shall not exceed 5 litres.

## Safe Use of Chemicals

We strongly recommend that the use of harmful chemicals is avoided. For those chemicals which are stored (paints, turpentine, welding fluxes, etc) a MSDS must be held for each.



## **Waste Disposal**

Wood waste and scrap metal shall be disposed of appropriately at the Council tip.

## **Domestic Waste**

Domestic Waste shall be put out for Council collection on a weekly basis.

## **Disposal of Chemicals**

Disposal of chemicals shall be in accordance with Council requirements.

## **Risk Management**

It is expected that day-to-day hazards and unsafe practices will be dealt with promptly and simply by applying commonsense and remaining alert.

On occasions, the elimination of a hazard may not be straightforward and will require some group consideration and a more formal risk analysis to come up with the best solution.

A process is given in the Appendix for analysing these hazards and attempting to eliminate them. It is a four-step process, namely:

- Step 1 – Spot the Risk
- Step 2 – Assess the Risk
- Step 3 – Fix the Problem
- Step 4 – Evaluate the Results

A sample Risk Assessment Sheet is also in the Appendix.

Note that the wearing of PPE is a last resort in managing risk and is used only when it is not possible to eliminate a particular hazard by some other means.

## **Note**

### **For discussion:**

### **The following items from AMSA H&S Manual have been excluded from this manual**

1. Checking the physical and mobility limits of new members. I felt that with a small membership of local people who are well known to each other it is not quite appropriate to formalise the process of searching for mobility limits in new members and formally limiting their activities.



By not strictly following this AMSA process, are we invalidating our insurance?

For the same reason, AMSA requires requesting doctor's certificates if mobility or strength limits are suspected in assessing the person but where the assessor is not qualified to impose limitations on a member. Seems to be not very welcoming to people with disabilities.

2. AMSA Recommended H&S Audit Quarterly Checklist (but the check list is in the Appendix). The AMSA sample audit appears a bit onerous. I felt that we could achieve the same result by encouraging people to report hazards and be proactive here.

## Safety Signage

The Shed shall display common signage needs including:

- Exit
- Protective Footwear
- Eye Protection
- Noise Protection
- Danger signs as required for various situations

It is preferred that pre-designed signs available from the internet and that signs are not designed or produced by members.

Signs shall conform to Australian Standard AS 1319 – Safety signs for the occupational environment