



Health & Safety - Policy and Advice

Health and safety rules exist in all workplaces to keep everybody safe. These policies and the advice given in this document, can help prevent and mitigate accidents and also minimize risks, which in turn promote both health and safety for all persons entering our shed workshop.

1. Take responsibility for your personal safety

To take responsibility for your personal safety. This means ensuring that you follow the Shed's safety procedures. If all members rely on themselves to keep the workplace safe, this will create a safe environment for all. Taking personal responsibility is a major factor in preventing accidents.

2. Wear safety gear

Safety gear is necessary in many workshop situations, especially round machinery, power tools, toxic substances etc. The wearing of safety gear is the required dress code when precautions are necessary for your job.

3. Follow safety guides

Follow all safety guides, and use safety equipment to protect you and others in the Shed. Safety rules are in place to prevent incidents. Sometimes, these H&S rules result from previous accidents. Follow all safety guides put in place to protect you and others.

4. Follow work procedures

A company creates work procedures to help comply with H&S protocols and best practices, so if you follow work procedures, safety standards are likely met. It is important to follow procedures even if you think performing a task differently might save time.

5. Maintain a clean workspace

It is important to keep your work area clean and tidy. Be sure to put away supplies when they are not in use. Gathering necessary materials before starting a task can help keep a clean and organised workspace.

6. Operate machinery that you are familiar with

Only operate machinery that you are authorized to use following induction and training for that piece of equipment. Training aims to prevent misuse and provide proper safety knowledge and skill for machines. It is important to become familiar with all equipment that intend to use.

7. Use proper equipment

Use the appropriate equipment to help prevent accidents. As previously stated, it is also important, and a rule of this Shed that you are deemed competent to operate any piece equipment before using it.

8. Stay in your work zone

While working, try to stay in your designated work area.

9. Report unsafe conditions

If you observe an unsafe practice or condition such as faulty equipment, you must report this to the responsible person in attendance so that they can address the situation and make corrections. Unsafe conditions pose a threat to you and to everyone else. Consider marking any unsafe condition to protect others who may encounter it while you go to report it.

10. Emergencies

Be familiar with emergency protocols including where to go in case of a fire.

Know who the qualified First-Aiders are.

Know where the First Aid Box is located.

Know where the fire extinguishers are located.

Know where to go, and how to behave during an emergency.

11. Stay alert and attentive

Being alert and attentive to your surroundings in the shed work environment helps you to identify risks. It is important to limit distractions as well and ensure you focus on tasks at work. Taking care to be mentally present while you are working helps you actively follow procedures and practice appropriate caution.

12. Take a break!

Taking breaks can help attentiveness. Breaks provide other benefits, such as time to relax and talk to other Shed members.

13. Ask for help

If you require assistance, ask for help. This greatly reduces the risk of having an accident and helps foster a safe working environment. Refer to company protocol when performing tasks or operating equipment; and if a protocol suggests doing a task with another person do not attempt the task alone.

14. Lift objects carefully

Unsafe lifting is very often the cause of personal injury. Back pain is a common injury resulting from lifting. You can avoid many such injuries with proper posture and using the detailed advice in our Manual Handling Document.

15. Report accidents if they occur

Report accidents to the managers or other personnel when they occur. If you injure yourself or cause an accident, be sure to report it immediately to help reduce the risks of further harm. This helps to get the appropriate treatment for any injury, and addresses the possible causes of the incident to prevent it from happening again.

16. Keep exits clear

Try to keep the walkways clear and take care not to block exits. This helps to prevent falls, and helps people leave the room or building safely and quickly in the event of an emergency. In small spaces keeping walkways clear can be difficult, but is all the more important.

17. Use caution signs

Signage on doors, walls and equipment will be placed in support of good Health and Safety practices. While working you should read and adhere to precautions shown on signage..

18. Appropriate dress

It is important to dress according to the workplace. Long hair, loose clothing, jewellery, inappropriate footwear etc., can be a danger for example when using power tools. Workshop dress sense promotes safety.

19. Eating and drinking

Having liquids and food around machines risks spills and contamination that can cause malfunctions. Ideally, eating and drinking should be undertaken away from work areas.

20. Maintain personal hygiene

Maintaining personal hygiene, such as cleanliness, helps to prevent illness. Good personal hygiene promotes health, sociability and self-esteem.

21. Health & Safety – Workshop Induction

All members will need to be assessed for competence and safety on each item of workshop equipment.

An example of our competency sign-off sheets is given below:

Healthy & Safe Practice – Bandsaw

Correct operation as in:	Member	Date	EPMIS	Date
Consider the nature of the cut i.e. tightness of any curve and choose which bandsaw or scroll saw is best for the job				
Ensure that the tension of the saw being used is correct				
Set the guard to within 5mm of the surface of the material being cut				
Use push stick as and when the operation would mean that the hand is nearing the cutting edge				
Never force the saw so much that there is undue twist on the bandsaw blade – consider ways of removing the waste to relieve pressure				
Use dry lubricant on the blades and guides to ensure smooth running				
Always use dust extraction when cutting				
Make sure you have the space to manoeuvre the work piece before starting the cut moving the bandsaw as necessary				

SIGNED OFF AS FULLY COMPETENT

EPMIS Supervisor

Date

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