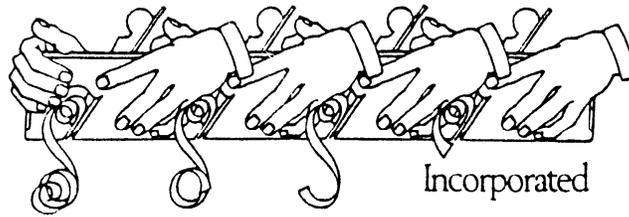


WOODWORKERS' ASSOCIATION OF N.S.W.



ABN 51 544 261 324

HEALTH & SAFETY POLICY

The Association's Committee has prepared this Health & Safety Policy in the interests of members and guests. The Policy not only applies at the Association's Abbotsford Workshop, but also where applicable at any other venue at which an Association activity is held.

The Committee is concerned with the health and safety of members and guests, whether they are using woodworking machines and tools at an Association activity or watching others doing so.

A key principle of the Health & Safety Policy is the Committee's expectation that:

- **we all have a responsibility for our own safety and that of nearby persons;**
- **no one will use machines or tools if they do not have relevant experience or, if members with appropriate expertise are not present to provide training and guidance;**
- **we will all use safety devices e.g. push sticks, when operating woodworking machines; and**
- **we will all wear or use PPE (personal protection equipment) when operating woodworking machines or when near machines being operated by others.**

To help ensure your health and safety and that of others, it is the Association Committee's policy that:

- for insurance reasons, all people who attend the Workshop must on arrival sign the Attendance Register, even if they do not intend using any machines or tools;
- under no circumstances is anyone to operate woodworking machines or power tools at the Workshop unless another person is present;

- the Felder combination machine at the Workshop may only be used by the Workshop Supervisors appointed by the Committee or people authorised by a Supervisor;
- the names of people authorised by a Supervisor to operate the Felder combination machine will be recorded in the Felder Operator's Register;
- members or guests deemed by a Workshop Supervisor to require more training on a particular machine or power tool must undertake such training if requested to do so, before using such machine or power tool;
- if a member or guest is not confident on how to safely use a particular machine or power tool they must consult the relevant user manual or seek guidance from an experienced person;
- to minimise the exposure to airborne dust particles by machine and power tool operators and persons nearby, where applicable, dust extraction equipment must be used;
- any hazard or potential hazard identified by a user of a machine or power tool or a person watching, must be reported to a Workshop Supervisor or a member of the Committee [a hazard is anything, including work practices and procedures, that has the potential to harm the health or safety of a person];
- anyone using a machine or power tool must wear clothing, footwear and hair style appropriate for a woodworking workshop [loose clothing, neckties, open sandals and thongs, jewellery and long loose hair are not appropriate for work in a workshop];
- safe work practices by all using machines and power tools are a must, including wearing PPE, using safety devices such as push sticks, securing work pieces with clamps where appropriate, turning off power and unplugging machines and power tools before making adjustments and not leaving a machine or tool running unattended.

Woodwork is a wonderful profession and hobby but injuries can occur when using woodworking machines and tools. And yes, even experienced woodworkers can be injured, often due to complacency.

DO have regard for your personal safety and that of others.

DON'T use machines and power tools unless you have experience or are firstly shown how to use them.

DO adopt safe work practices at all times and wear PPE.

Whilst not a safety issue, it is a requirement of the Committee that due to the Abbotsford Workshop being adjacent to homes, woodworking machines and power tools may only be operated between 8.30am and 5.00pm Monday to Friday and 10.00am to 4.00pm on weekends and public holidays.