



Copacabana Community Men's Shed

SAFETY MANUAL

Foreword

Welcome to Copacabana Community Men's Shed

There are now over 1000 Men's Sheds throughout Australia, with new ones opening on a regular basis. The shed concept is aimed at providing a safe meeting place for men of all ages, abilities and life experiences within which interests may be shared and developed without judgement or hindrance. For some, morning tea or a chat may be the highlight of their shed day. For others making an impossible puzzle to share with a child, grandchild or a friend may be their relish.

Whether you want to pass on skills or learn new ones, we hope your stay amongst us is pleasant and personally rewarding and that you make new friendships amongst fellow shedders.

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 safety practises are followed.

Members who use the Shed have a corresponding duty to comply with safe work practises and adjust any unsafe practises accordingly. It is hoped that this manual will help you to work and stay safe in the Shed.

On behalf of the committee that works behind the scenes to make all this happen, I welcome you to The Copa Men's Shed.

Michael Michelmore
Coordinator
Copacabana Community Men's Shed

Acknowledgements

This manual was developed using the Erina Community Men's Shed Work Health & Safety Manual as a basis.

Introduction

This manual sets out details of the practices and attitudes that need to be adopted to ensure that Copacabana Community Men's Shed (The Shed) is a safe and healthy environment for men to gather and pursue their hobbies and interests, in an atmosphere to learn about their capabilities as well as being in a place to share knowledge and companionship.

Without guidelines and limitations, The Shed could be a dangerous location. Practices that are employed in your home workshop may cause safety issues with the individual, group or equipment within The Shed and whilst strict health and safety requirements for a commercial enterprise may not apply legally, it is imperative that we strive to maintain similar standards.

If you have any questions about the contents of this manual please talk to the Safety Officer or one of The Shed Committee members.

Responsibilities

Members of The Shed 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 The Shed's safety is everyone's business because Safe Operations are essential to ensuring The Shed continues to operate.

Safety Responsibilities of the Management Team

1. Encourage and support a culture whereby all members may
 - Identify,
 - Report, and
 - Assess and control safety risks.
2. Continuously strive to improve safety in order to reduce risk, injury, illness and harm.
3. Provide induction training and briefings to ensure all members and visitors have the relevant skills and knowledge to
 - Identify and understand risks, and
 - Fulfill their safety obligations.
4. Comply with all applicable laws, regulations and statutory obligations.
5. Ensure the availability of resources and skills necessary to effectively manage identified safety risks.
6. Consult and communicate with members about safety and provide information and documentation to assist with effective health and safety management.

Safety Responsibilities of Members

Members come from many and varied backgrounds and expertise and are encouraged to share their experiences and knowledge with The Shed Committee members for any activity where they perceive improvements could be made to ensure the health and safety of members.

Members need to be aware that there are risks associated with all machinery and materials used in The Shed. Safe Working Practice (SWP) information, provided next to all non-handheld equipment and contained in this manual for all handheld equipment, must be adhered to. Information on how to handle chemicals, solvents, paints and other materials are available either on the product itself or, in a Material Safety Data Sheet (MSDS) kept in the office filing cabinet.

First Aid

A First Aid kit is located on the wall between the toilet and the kitchen (under A/C unit). An automatic Defibrillator is located next to the First Aid Kit. Ensure you are aware of the location of both items.

Refer to the information board for list of names of members trained to administer First Aid. If no-one with training is available, then contact the Copacabana Medical Centre (phone number on notice board). In the case of serious injury, call 000 immediately.

You should report any injury or near misses to a Shed Committee Member, Safety Officer or First Aid Officer. It is a legal requirement that all injuries, regardless of how slight, be recorded in the First Aid Register by one of these people so that trends can be identified before they become problems.

All injuries MUST be recorded in the First Aid Register.
Report any near misses to Shed Management.

Labelling

Members should ensure that labels on containers adequately and accurately display the contents of the container. When decanting liquids into smaller containers, any contents remaining after use must be properly labeled and stored.

Waste Disposal

All waste from The Shed is to be placed in one of the waste bins at the back of the shed. Put untreated timber in the green bin, recyclable material in the yellow bin, and all other rubbish in the black bin. Solvents / paints must be disposed as per the label instructions and NOT poured down the drain. If in doubt, refer to The Shed Management for directions.

Chemical Spills

Always follow safe handling instructions as listed on the MSDS (Material Safety Data Sheet) when handling chemicals. In particular, be aware that disposal of waste chemicals can be more complex than simply tossing them in the rubbish bin, so read the disposal instructions carefully. Large spills must be reported to The Shed Management.

Emergency Procedures

Procedures are displayed on the information board in The Shed. Details include local emergency contact numbers for reporting incidents as well as call number for Police, Fire and Ambulance.

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

Fire Protection

Fire extinguishers are located in clearly identified and visible locations within The Shed. Nothing may be placed nearer than one meter from each extinguisher. Basic training in use will be provided.

Flammable Liquid Cabinet

Whilst small amounts of flammable liquids do not pose a large risk, any accumulated quantities in excess of 10 litres must be stored in the flammable liquid cabinet located and clearly identified in The Shed.

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Drugs, Alcohol and Smoking

The following are strictly forbidden anywhere on the premises, including the grounds:

- Use of illegal drugs,
- Consumption of alcohol, and
- Smoking

Prescription Medication

If you need to take prescription medication, you need to be aware of whether any of them may impact your ability to work safely with Shed tools and equipment. If in doubt, seek written clearance from your medical practitioner.

If you need to take any medication that may impact your work in the shed, you must report this information to The Shed Management at Induction and keep this information up to date if any changes occur.

Reporting Disabilities (Permanent and Temporary)

You are required to advise of any existing disabilities when registering as a new member. The prime reason for collecting this data, which will be kept confidential, is to ensure that the health and safety of the member and others is preserved.

If you recover from a disability, or suffer a new one, report the change to The Shed Management so that your record can be corrected to accurately reflect your current status.

Any such disabilities should also be brought to the attention of the trainer when you are being assessed to operate specific equipment.

Electrical Safety

All repairs and modifications to any electrical equipment MUST be carried out by a qualified electrician.

Any powered item which has fallen into water or any other liquid should not be touched prior to it being safely isolated. The equipment MUST BE tested and inspected before re-use by a qualified person.

Electrical extension leads, flexible cables and cords must 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 m in order to avoid posing a dangerous tripping and electrocution hazard.

WARNING TAGS are used to issue warnings to potential users not to use some pieces of equipment. **These tags must not be removed** by anyone but a member of the Shed Management.

Safety of Visitors

Australian Workplace Safety Legislation requires that, when visitors come to the workplace, members 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.

For this reason, all visitors must:

- Sign in
- Be advised about any known dangers / risks they could encounter in The Shed
- Be accompanied at all times by a Shed member
- Adhere to normal safety practices that apply to members, including clothing and PPE
- Not use any equipment (without exception)

Personal Safety Equipment

The Shed does have some Personal Protective Equipment but members are encouraged to obtain their own items that are used regularly by them

You must at all times wear enclosed footwear. Other examples of PPE that may be required from time to time:

- Eye Protection
- Hearing protection
- Dust / vapour masks
- Hand protection

Safe Working Procedures - Ladders

Members may only use ladders with permission of The Shed Management and must be assisted by a fellow member.

Manual Handling

Lifting heavy loads can be very dangerous. Follow these six steps to Safe Lifting Practice:

- 1. Always size up the load to be handled**
 - Look at what you are about to lift and if necessary, move it from side to side
 - Can you handle it safely by yourself or do you need help?
 - Be honest about your personal capabilities — this can avoid many problems
- 2. Establish a firm footing to ensure the best possible balance and stable lifting base**
 - Stand with feet apart, at about the same width as your shoulders
 - Stand with one foot slightly in front of the other
- 3. Preparing for the lift, remember to keep your back straight and upright if possible**
 - When preparing to lift anything, make sure your back is vertical
- 4. Always bend your knees, not your waist**
 - Slowly lower yourself using only your legs
 - Remember to keep your back as straight as possible all the way down
- 5. As you begin to lift, tighten your stomach muscles and lift with your legs not your back**
 - Your leg muscles are much stronger than your back muscles, so let them do the work
- 6. Always keep your load as close as possible to your body**
 - When you turn, turn with your feet first, and let your body follow
 - Never turn by twisting your body.