

Huonville Men's Shed

Workplace Health & Safety Basic Guidelines

The following Guidelines are suggested as a base minimum that a Shed requires to operate under, to meet obligations for a Workplace Health and Safety Guideline.

Further information, regulations, policies, and forms are available on the Worksafe Tasmania website, and can be downloaded as required.

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WHAT VOLUNTEERS NEED TO DO ?

Volunteer workers have Health and Safety duties to:

- Take reasonable care for their own health and safety.
- Take reasonable care to ensure they don't affect the health and safety of other people, for example, other volunteers, members of the public or clients they may be assisting.
- Comply, so far as they are reasonably able, with any reasonable instruction that are given to them by the Huonville Men's Shed (HMS).
- Co-operate with any reasonable policy or procedure that the HMS provide or make known to them.

Essentially what is reasonable care and what is expected of workers is what a reasonable person would do in the circumstances having regards to things like:

- Their knowledge
- Their role
- Their skills and the resources available to them
- Their qualifications
- The information that they have, and
- The consequences to health and safety resulting from a failure to act in the circumstances.

Under WHS law, a volunteer is a person who works for an organisation without payment or financial reward (but they may receive out of pocket expenses). The law also recognises volunteers as workers.

As a worker, a volunteer has duties under the WHS act, therefore all HMS volunteers must be aware of the requirements of things like inductions, training on equipment, record keeping and other procedures.

The primary duty on the HMS is qualified by “**so far as is reasonably practicable**”. This means the HMS does not have to guarantee that no harm will occur, but must do what is reasonably able to be done to ensure health and safety.

Other factors that will be taken into account in determining what the HMS is required to do to protect its workers, including volunteers, are:

- The type of business or undertaking it is
- The type of work that is carried out
- The nature of the risks associated with that work and the likelihood of injury or illness occurring
- What can be done to eliminate or minimise those risks, and
- The location or environment where the work is carried out.

The primary duty of the HMS includes ensuring, so far as reasonably practicable:

- The provision and maintenance of a work environment without risks to health and safety

- The provision and maintenance of safe plant and structures and safe systems of work
- The safe use, handling and storage of plant, structures and substances
- The provision of adequate facilities for the welfare at work of workers and volunteers (e.g. toilets and first aid facilities)
- The provision of information, training and instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from their work.

MANAGING HEALTH AND SAFETY RISKS

You must do whatever you can – whatever is reasonably practicable – to eliminate or minimise the health and safety risks arising from the work the HMS undertakes.

The process of eliminating or minimising health and safety risks is called risk management and involves four steps:

- Identifying Hazards -- find out what could cause harm
- Assess the Risks if Necessary -- understand the nature of the risk and the likelihood of it happening
- Control Risks – implement the most effective control measure that is reasonably practicable in the circumstances, and
- Review Control Measures – to ensure they are working as planned

REFER TO WORKSAFE CODE OF PRACTICE – How to Manage Work Health and Safety Risks, which can be downloaded from the website at:

http://worksafe.tas.gov.au/data/assets/pdf_file/0020/192062/manage_work_safety_risks_code.pdf

Volunteer workers must be provided with information, training, instruction or supervision so they can carry out their work safely. Training and information should be tailored to the type of work your volunteers do and where they work.

The WHS Act requires the HMS to consult with its members, including volunteers, so far as reasonably practicable, about work health and safety matters that affect them.

Communicating with HMS members and volunteers is a good way to ensure they contribute to the identification of hazards and the assessment and control of any risks they face when they carry out their work.

In addition they should also be made aware of what to do and who to contact if something happens when they are operating within the shed. If anyone notices a health and safety matter that needs fixing they should know who to raise it with.

REFER TO WORKER REPRESENTATION AND PARTICIPATION GUIDE, which can be download from website at:

[http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/645/Worker Representation and Participation Guide.pdf](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/645/Worker%20Representation%20and%20Participation%20Guide.pdf)

INDUCTIONS

Shed Inductions

Every member of the HMS are to receive an induction on how your the HMS operates.

Points which must be included in the HMS induction include:

- Explanation of the Shed structure and purpose
- Explanation of HMS policies and procedures
- A full tour of the Shed facilities
- Explanation of HMS training procedures
- Explanation of WH&S procedures and environment
- Recording of member's details including contact details

Machinery Inductions

Before any HMS member can use machinery within the Shed, they must first have an induction on each type of workshop machinery in the Shed that they wish to use. (These inductions are only to be performed by a “suitably qualified” person, authorised by the Shed Committee.)

Examples are, welder, metal work lathes, milling machine, guillotine, folding machines, sand blaster, wood lathe, planer/thicknesser, bandsaw, radial arm saw, table saw, drill press, router, and powered hand tools.

RECORDS TO BE KEPT

Written records must be kept of all inductions, with full details of members details, date of induction, who performed the induction, and signed by both parties.

OTHER WH&S REQUIREMENTS

Machine operating manuals (or copies of) and operating instructions should be available for all machines in the workshop.

MSDS (Material Safety Data Sheets) are to be available for all products in the workshop. These are available on request from suppliers.

These products can include paints, thinners, glues, putties and fillers, mineral turpentine, methylated spirits, paint strippers, detergents, silicone products, and oils and lubricants.