

GENERAL GUIDE TO TRAINING AND SUPERVISION

That which follows is in principal written for industry, but when we look at the tools and machinery in most of our Mens Sheds we find it is the same sort of machinery and it can cause the same sort of harm if not handled with due care.

It is therefore recommended that you adopt similar practices in your Shed to keep each other safe.

Training must suit the specific operation an employer is involved in, but the following guide to training and supervision should assist most employers and Mens Sheds in the basic techniques.

You don't need to train or evaluate everybody, some members don't want to use machinery, others will just want something cut/machined occasionally, and then there are the avid doing stuff blokes.

You decide who to spend time on, and manage that proportion of your shed members to be happy and productive – safely.

Employers' responsibilities

There are a number of legal obligations covering training which apply to employers in various industries.

WorkSafe NZ can advise you on the specific obligations in respect to your workplace. However, responsible employers should observe the following basic rules:

- Ensure employees do not undertake any work unless they have the necessary knowledge and experience of that work to perform it safely. Ensure they are also made aware of the hazards involved and the precautions to be taken.
- Be satisfied that workers have sufficient knowledge or experience, either by supervising them yourself or having the worker supervised by a suitable person, before allowing the worker to work alone.
- Directly supervise untrained workers, or those undergoing training, until they are properly trained in the work to be done. They should not be left alone unless the work involves little or no risk.
- Ensure that groups of workers are supervised by one person, depending on the hazards involved, or the complexity of the work.
- Keep a record of the training given to workers, the skills they have attained and what further training may be needed. Such records will also indicate to others that the legal requirements have been met.

Ensuring the work is safe

The first step in training is to put the person at ease. Remember that the process, activity, or undertaking itself may be a strange and disturbing environment. This

makes people tense and unsure. Be friendly and remove any embarrassment they may have. Tell them that they are being trained to work safely and why. Quote examples of past accidents and show them how these can happen if safety rules are not followed.

Explain the possible dangers and the precautions to be taken, including the use of equipment, safety devices and guards.

Remember:

- Don't talk fast. The machinery, process or activity is simple to you, because you know it. It is hard for them because it is strange. Speak slowly, if English is not their native tongue or instruct in the worker's language.
- Don't use plant jargon or technical terms with which they may be unfamiliar. If you must use these terms, show or explain what they mean.
- Don't let yourself be interrupted while you are explaining if it can be avoided. It is very annoying to receive interrupted instructions. It breaks your line of thought and interferes with the worker's ability to understand.
- Explain how to recognise defects or malfunctions.
- Don't show impatience or irritation if they do not respond in the way you expect.
- Some workers find things harder to grasp than others and some have trouble putting what they understand into words.
- Show and demonstrate the safety equipment that is available.
- Explain the responsibility of the worker to wear, use and not to misuse safety equipment provided.

Explaining and demonstrating

When explaining a job or operation, deal with the whole job or operation, from start to finish.

Then return to the first step. Explain the key points, the hindrances and the potential dangers.

Point out what must be done to avoid these dangers.

At this stage encourage them to ask questions.

Then ask the worker to watch the first step being done. Ensure that they are in a good position to observe what is being demonstrated – again encourage them to ask questions.

Then let them demonstrate to you. Tell them to demonstrate slowly and to explain as they do so.

Make sure their explanation covers all the key points, as well as the potential dangers and how to avoid them. If they make a mistake, correct them.

The rest of the steps should be treated in the same way.

After you have explained and demonstrated each step and they have done the same, let them do the entire operation from start to finish while you observe them closely.

Don't be tempted to take over, let them think from one step to another. Correct any faults as they occur.

Have them repeat the operation until you are sure that:

- They know how to do the job.
- They know what the key points are.
- They know the dangers arising in connection with the activity, machinery or process.

- They know how to avoid these dangers.
- Tell them to report any apparent fault, defect or malfunction which may arise.
- Check them periodically yourself.
- Instruct them clearly not to tamper with guards, safety devices or equipment.
- Before you leave, stress that if they are in doubt to come and see you and not to work things out themselves.

These requirements may be summarised as follows, although it is again stressed that individual processes and operations may need special attention.

1. EXPLAIN: The activity, machinery or process.

- How it works.
- Dangers and how to avoid them.
- The need to replace safety equipment which is damaged.
- How to stop and start machines.
- How to check and adjust before starting or using equipment.
- Location and operation of other controls.
- Purpose of guards and safety devices.
- The correct use and adjustment of guards.
- Correct work methods to be used.
- Limitations of the machine.
- Emergency procedures.

2. DEMONSTRATE: Slowly and clearly in logical sequence all points listed above, while carrying out the activities/operating machinery.

3. GET WORKER TO EXPLAIN: All points covered under 1, with the process or activity.

4. GET WORKER TO DEMONSTRATE: You will need to have them run through the operation slowly, step by step and explain as they go until you are satisfied that they understand the dangers arising, the precautions to be observed and are familiar with the operation.

Do not leave them on their own until you are satisfied that they are sure of what they are doing and fully understand your instructions.

5. FOLLOW UP: Check periodically that they are not in difficulty or have not found an unsafe shortcut or become careless or over-confident.

6. JOB INSTRUCTIONS: Have job instructions printed and give a copy to the worker.

Training needs to be recorded, so it's up to you and your Shed to devise a means by which you can handle this aspect. It could be written up on the reverse of the induction form, or a clip board situated beside each piece of machinery, or some other method you come up with.

Because Sheds are different each may come up with something a bit different, if it work in your Shed and you can keep it up to date, that's great.