

YOUR DUTY ~~OF~~ TO CARE

MENZSHED
NEW ZEALAND

The Act

- Although the Act recognises that many voluntary activities happen irregularly and are self-supervised, and that voluntary organisations operate with limited resources, it also makes clear that the community sector must think about the health and safety of its workers even when no money changes hands.

Either way

- All voluntary and community organisations also have obligations to provide for the safety of their volunteers and any paid workers under the Health and Safety in Employment Amendment Act 2002 (the Act).
- Volunteers = voluntary members of a Mens Shed

Sheds with volunteers but no paid staff (non employers)

- If your Shed has no paid staff then your Shed has a **duty of care** to provide for the safety of the members, under the Act. This duty of care, encourages you to ensure that your members are safe within the Shed.
- This means that you should consider, and put in place, plans for safety arrangements that are appropriate to the kinds of activities your Shed is involved in.
- [the “Explaining good practice” section in the hand out provides guidance on how to do this]
- No penalty applies to this general duty – that is, it is non enforceable.

Sheds that have paid staff (employers) *directly or indirectly*

If you have paid staff, then under the Act you have enforceable duties towards your employees. These enforceable duties are:

- ◉ A general duty of employers to take all practicable steps to provide a safe working environment (set out in sections 6~12 of the Act)
- ◉ An obligation to train and supervise employees on health and safety matters
- ◉ An obligation to ensure employee participation in health and safety decisions and planning
- ◉ Section 19 places a duty on employees to take all practicable steps to ensure their own safety, and the safety of others.

Getting started

- The key to excellent health and safety management is good planning and good communication.
- The Act sets out a number of steps that can be taken to keep people safe, and reflect principles of good practice.

Here's a checklist of those steps.

- Having a safe working environment, through reviewing your Shed space, and identifying and managing hazards effectively,
- Providing and maintaining your facilities so that people at the Shed can be both healthy and safe,
- Ensuring that your machinery and equipment are designed, made, set up, and maintained to be safe for people at the Shed,
- Ensuring that your systems of work do not lead to people being exposed to hazards in or around their Shed,
- Providing people in your Shed with good information about the hazards that they may come across in the Shed space,
- Providing your members with good training and Supervision,
- Involving your members in health and safety planning and decisions,
- Developing procedures for dealing with emergencies that might arise while people are at the Shed.

Not on your own

- ◉ From within your Shed members, some will have had previous experience/s with health and safety in their workplaces,
- ◉ Members will know somebody who works in a H&S role in industry,
- ◉ Ministry of Business, Innovation & Employment (formerly DOL) has Health & Safety Inspectors' who can visit, (let them in)
- ◉ Some Insurance companies, and ACC produce their own resources.

Managing safety and health

- Start at the top
- Assign responsibilities
- Set the standard – best practise
- Monitor for consistency
- Maintain & Review

Management Policy (extract)

However, the Committee for the Men's Shed supports the following safety principles:

- Injuries are preventable.
- Accidents are to be reported to the Supervisor of the day and investigated to enable improvements to be considered.
- Individuals are encouraged to take a joint responsibility for ensuring their own and others' safety.
- Protective equipment is to be provided and used at the appropriate time.
- Users are to be informed of potential hazards and hazard controls.
- Individuals are to be assessed as to their experience and knowledge and instructions provided as necessary.
- Should a contractor be engaged to work at the Men's Shed that contractor will ensure the work activity does not affect those in the vicinity.

Assign responsibilities

2.1 Coordinator

The Coordinator is responsible for ensuring:

- Machinery used in the Men's Shed meet any code of practice or regulation.
- That any person using the Shed's facilities understand their responsibilities.
- That information is available to persons to help reduce the risk of injury.
- The Shed members operate equipment safely at all times using specified procedures.

2.2 Supervisors

Supervisors have volunteered to support members and will:

- Provide training, supervision and monitoring in the safe use of machinery and tools in the Shed.
- During the absence of the Coordinator, act in that capacity.

2.3 Users

Users of the machinery and equipment are responsible for:

- Working in a safe manner.
- Complying with instructions and safety procedures.
- Encouraging others to work in a safe and healthy manner.
- Cooperating with the Day Supervisor to improve safety.
- Reporting hazards and accidents.

Set the standard = Best Practise

- Accidents are designed to take place when you least expect them, so “be aware”
- Industry has a lot to offer, so use them as an example



Monitor for consistency

- Machinery in particular just sits there waiting for the opportunity to bite somebody, so “don’t get complacent”
- No short cuts
- Nobody is exempt



Maintain

- Keep on with what works and if there is a need to change, make sure everybody knows about it,
- Tools, machinery and equipment need to be kept up to standard through regular maintenance,
- Set in place a review process, preferably annually,
- Be prepared (like good Boy Scouts) First Aid training and Evacuation procedures.

SUMMARY

There is a legal Duty to Care,

- More importantly, we are talking about the bloke next to you, We should care.

Best Practise comes from Industry

- A lot of our members come from Industry and/or they know somebody who is.

One standard – no exclusions

- Pain is pain no matter who you are.

“Shedding has to be a great time in life”

Lets keep it that way

References:

- WorkSafe NZ www.worksafe.govt.nz
- Australian Mens Shed Association (safety) <http://www.mensshed.org/risk-management/.aspx>
- Menz Sheds NZ <http://menzshed.org.nz>

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