

St Martins Community Menzshed

Health and Safety Plan

Version V3 January 2021

INTRODUCTION

Safety Responsibilities for Our Voluntary Organisation

Our shed has a **general duty of care** to provide for the safety of our members, visitors and the public, under the Health and Safety in Employment Act.

Our H + S policy and plans are required comply with **good practice** and take all practical steps to care for our members who are all deemed to be **volunteers**.

Our shed shall consider, and put in place, plans for safety arrangements that are appropriate to the kind of activities that will occur in our shed.

All health and safety planning and procedures shall comply with the Health and Safety in Employment Act.

If employees are to be included in the future, this H+S Plan will need to be expanded and rewritten. If the Shed has employees it increases the health and safety responsibilities of the members and committee with **enforceable duties**.

Our committee has the primary responsibility to manage Health and Safety for our MenzShed.

Development of our H + S Policy and Plans

Our MenzShed H + S Policy and Plans have been developed to ensure that we:

- Have a safe working environment, through reviewing our shed space and identifying activities and managing potential hazards effectively.
- Provide and maintain our facilities so members and visitors at the shed can be both healthy and safe.
- Ensure that our machinery and equipment is designed, made, set up, and maintained to be safe for people in the shed.
- Ensure that our systems for working do not lead to people being exposed to unacceptable hazards in or around our Shed.
- Provide appropriate information and training to members and visitors in the shed with good information about the hazards that they may come across in our Shed.
- Provide members with good training and supervision.
- Involve members in health and safety planning and decisions.
- Establish procedures for dealing with emergencies that may arise while members and visitors are at or in the shed.

Components of This Health and Safety Plan

The components of the St Martins Menzshed Health and Safety Plan are as follows:

- 1 Application Form for new Members, including the commitment to Health and Safety Guidelines, signed by the new member.
- 2 Safety Policy Guidelines. High level safety objectives displayed in the sheds and signed by the chairman. (A3 size)
- 3 General Safety Rules. Overarching safety rules displayed in the sheds. (A3 size)
- 4 St Martins Community Menzshed Health and Safety Plan. This document. Issued to all members on joining.
- 5 General Machine Safety Rules.
6. Rules for specific Equipment, attached to that equipment eg Sliding Drop Saw, Saw Bench and others.

Attendance Sign-in

Each time the member attends at the shed, he shall sign in (and sign out when he leaves) at the Sign-in Station. The name of the Duty Supervisor for that day will be written on a notice board at the Sign-in Station.

If the member brings a visitor, he shall sign that visitor in and notify and introduce that visitor to the Duty Supervisor. The member shall be responsible for the health and safety of their visitor.

Fire Safety and Safe Egress

In the event of a fire, notify all members present in the shed(s) and be sure to check that they vacate the shed(s) and move to the Assembly Point in the car park area. Evacuate using the marked 'EXIT' locations.

Ring fire service on 111.

Use fire extinguisher(s) to extinguish a small fire if that can be done without risking member safety.

No Alcohol & No Smoking Policy

No smoking, vaping, drug taking or drinking alcohol is permitted in or around the shed or on the adjacent Church property.

Alcohol may be permitted for specific social functions but only with the specific approval of a committee member. On those specific occasions when alcohol is permitted no shed machinery can be used by any person consuming alcohol.

All members consuming alcohol are expected to always behave responsibly.

Members with Disabilities and/or Health Issues

Members with disabilities and/or health issues are welcomed by St Martins Community Menzshed and they are encouraged to participate in all Menzshed activities and use all the equipment and facilities.

Members with disabilities and/or health issues are requested to share, with the committee, some basic information relating to their disability eg the type of disability, what to do if there is a health incident, doctors name and contact details, next of kin name and contact details.

The committee will keep a register for that information that can be accessed in an emergency by the duty supervisor.

Members with disabilities must notify the management committee of any special requirements that they may have to allow them to safely use the shed.

If any members, with or without disabilities and/or health issues are observed to be impaired to the extent that their safety, or the safety of other members, is being adversely affected, the Duty Supervisor will decide if the affected member should stop work.

Members Induction

New members are required to read and complete the members application form which includes some basic Health and Safety Guidelines and a commitment to maintain a safe environment in the shed and to be accountable for their own safety.

The full detail of the induction of a new member will be determined by the management committee and periodically reviewed.

Safety Training and training records

Members will be required to undertake safety training for specific items of equipment before they can freely use that equipment. That training will be given by Safety Training Officers that have been approved by the committee.

The Menzshed committee will determine which items of machinery will require specific safety training and it will maintain a spreadsheet register to record all members that have been trained on the safe use of specific items of machinery. A copy of that register will be displayed on a shed wall.

Once a member's training is complete and they have demonstrated competency for a specific item of machinery, they will receive a coloured dot to be fixed to their name tag. The duty supervisor and other members can see immediately that they have been trained and have been approved for all items of machinery that have the same colour coding.

Supervision and Duty Supervisor

At all regular shed open times (Currently Wednesday and Saturday mornings 9am to noon) a Duty Supervisor will be in attendance. The duty supervisors decisions and directions on all safety related matters is absolute and final.

Duty Supervisors are appointed by the Management Committee. The Duty Supervisors name will be written on a board at the sign-in station. The Duty Supervisors duties and responsibilities will be determined by the Management Committee.

Menzshed always requires at least 2 members in the shed(s) if powered machinery is being used. If one has an accident or medical incident, the other member can assist and call for emergency help.

Hazard Identification and Risk Assessment

The Management Committee will periodically undertake hazard identification and risk assessment of the shed and its machinery and equipment. They will determine if any machinery is unsafe to use or if it will require modifications to make it safe to use.

Any machines or equipment that are found to be unsafe will be clearly identified or disabled until such time as that machinery is remediated and deemed safe to use.

The management Committee will use the well-established principles of **E**liminate / **I**solate / **M**itigate and **M**anage to enable the safe use of the machinery and the shed.

Committee Meeting Safety Reporting

Menzshed Committee meetings shall have a standing agenda item to review safety. All serious incidents shall be reported to the committee. The Committee shall discuss any urgent safety issues and agree any safety improvements and/or Health and Safety Plan changes that require immediate implementation.

Health and Safety Reviews

The Menzshed Committee will agree dates for a regular review of all Health and Safety procedures and agree the personnel who will undertake those reviews.

The reviews shall be undertaken at no greater than 6 monthly intervals.

Personal Protective Equipment (PPE)

Members shall wear safety sensible clothing in the shed and when operating machinery and/or equipment. Closed shoes or boots shall be worn and no

loose clothing or hair that could be hazard and get caught in a machine or equipment shall be worn.

Menzshed shall provide the basic PPE of earmuffs, safety glasses, safety shields, gloves and disposable antiseptic wipes to clean PPE that has been used by other members. For hygiene and comfort reasons, members shall be encouraged to bring their own PPE.

First Aid Kit and Equipment

In instances of serious injury, beyond the limits of the first aid provisions, dial 111 and call for an ambulance.

Notify the Duty Supervisor in the event of an accident or an injury. The Duty Supervisor will know the location of a defibrillator in the adjacent church and will know how to use it in an emergency.

For minor injuries, the injured member could be taken to:

- *St Martins Medical Practice at 79 Wilsons Road or*
- *Pegasus Health 24 Hour Surgery at 401 Madras Street*

Note that costs will apply for private consultation and treatment.

A First Aid kit is in the Menzshed social room for all minor injuries. All instances of first aid administered shall be recorded in the First Aid Register and Incident Record book. Record the first aid provisions that have been used.

The committee will check the adequacy of the first aid consumables and replace all consumables that have been used.

Serious Harm

Serious harm accidents or incidents include broken bones, amputations, burns requiring specialist attention, loss of consciousness caused by exposure to a substance, or from an impact, damage to eyesight or hearing and poisoning. Serious harm also includes any injury or illness that caused a person to be hospitalised for a period of 2 days.

Generally serious harm accidents will require an ambulance – ring 111.

The Duty Supervisor shall notify Worksafe (0800 030 040) and the shed Chairman, by phone as soon as possible after the accident that caused the serious harm.

Do not interfere with the scene of the accident except to safely extract the injured person and prevent further injury or damage until a Worksafe inspector has decided what to do.

Record the details of the serious harm accident in the Incident Record book.

Hazardous Substances and Chemical Spills

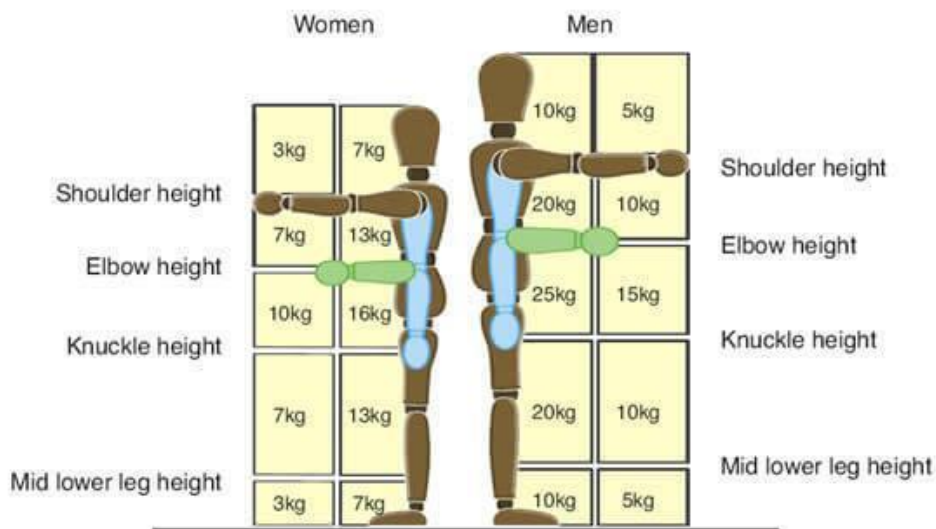
Small quantities of paint, oils, fuels, turpentine, thinners, solvents, other volatile products, and the like shall be stored separately from the shed in a dedicated shed that is not a 'Dangerous Goods Store'. The quantities of these hazardous substances being stored in the dedicated shed shall be kept below the approved maximum limits for general storage rather than dangerous goods storage.

The Menzshed will permit flammable products to be stored in approved containers that contain no more than 5 litres of product in the dedicated shed. No more than 50 litres of solvents or other hazardous substances, in total, shall be stored in the dedicated shed. All hazardous substances shall be correctly labelled to meet the NZ Regulations.

All turps, solvents, cleaning agents, oil-based paints and the like, shall only be opened and used outside the shed or in a very well-ventilated environment well separated from all potential ignition sources.

Manual Handling and Lifting

The recommended maximum weight limit should be adjusted depending on how the load is being lifted, how close to the body the weight is held, and how high or how low the weight is lifted.



The guidelines suggest that the maximum weight men should lift at work is 25kg. This relates to loads held close to the body at around waist height. The recommended maximum weight is reduced to 5kg for loads being held at arm's length or above shoulder height.

Safety on external projects and work sites

For all jobs, preparation of job specific safety plan, signage, and notifications needs to be considered.

Each project will be assigned a Project Manager who will be responsible for the health and safety of the team members, the public and all other people at the project site.

The specific safety plan will encompass traffic management, barriers to the site like cones, fences, plastic netting, safety tape, safe use of ladders, powered tools and the like.

Checking Electrical Equipment

Testing of all electrical equipment shall be done by a competent person who has been trained and qualified for that testing. It is a legal requirement that equipment is electrically safe and maintained in a safe condition.

Equipment that has passed the test shall be marked with an approved weatherproof tag that is attached to the equipment. This will also indicate when a retest must be carried out. All equipment that fails to meet the test shall be taken out of service for repair and retesting or shall be permanently disabled and discarded off site.

All members are responsible to visually check the equipment before use, and not use that equipment if any fault is observed. Members shall report to the Duty Supervisor any frayed electrical cords or any issue that may impair the electrical safety of any piece of equipment.

Safe use of Ladders

Check that the ladder is in good condition – rungs, feet, stiles, locking bars. Ensure that all ladders are at least 4m clear of all power lines.

Always keep three points of contact on the ladder. Do not overreach while working from a ladder. Carry tools on tool belt or in a backpack.

Straight ladders shall:

- Slope at 1 horizontally to 4 vertically.
- Only be used for access and /or light work
- Extend 1 metre beyond the level of top support
- Be firmly tied/secured at the top support level (to prevent ladder slipping)
- Feet shall be fully supported on uneven ground (Pack to level ground)
- Be trade or industrial standard with a rating of no less than 120kg.

Step ladders shall:

- Be maintained and in good condition
- Set up on stable level ground. Pack up uneven ground to obtain a level work platform
- Locking arms and locking clips are securely engaged.
- Have the steps facing the work activity (avoid side loading work)
- Avoid holding items when climbing – use a tool belt.

Every member of the St Martins MenzShed is expected to share in this commitment to Health and Safety.

This Health and Safety Plan is effective from 19 February 2020

Signed by

..... Chairman