

# Renwick Menz Shed Health & Safety

## Introduction. 2022

### **Safety Responsibilities for the Renwick Menz Shed.**

The Renwick Menz 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 the Employment Act.

Our H&S policy and plans are required to comply with **good practice** and take all practical steps to care for our members who are all deemed to be **volunteers of the Renwick Menz shed.**

**The Renwick Menz Shed shall as part of their AGM elect a committee member to be the Health & Safety Officer and give him their full support.**

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

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

If employees are to be included in the future, this Health and Safety 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 the Renwick Menz Shed.

### **Development of the Renwick Menz Shed Health and Safety Policy & Plans.**

The Renwick Menz Shed H&S Policy and plans have been developed to ensure that we:

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

## Components of this Health and Safety Plan.

The components of the Renwick Menz Shed Health and Safety Plan are as follows:

1. Application Forms for new members, including the commitment to Health and Safety Guidelines, **signed by the new member** and a full copy of these rules and their signature returned to the new member for their records. The signed form will be filed under the member's name.
2. The induction form signed by the new member and filed.
3. The Medical form signed by the new member and filed.
4. Safety Policy guidelines. High level safety objectives displayed in the Renwick Menz Shed and signed by the Chairman/President. (A3)
5. General Safety Rules. Overarching safety rules displayed in the sheds (A3)
6. Renwick Menz Shed Health and Safety Plan. This document issued to all current and future members on joining.
7. General Machine Safety Rules.
8. Rules for specific Equipment, attached to that equipment, if practicable or on a wall close to the equipment. i.e. Tables saws, Band saws, sliding crosscut saws and other equipment as identified.

## Attendance Sign In.

Each time a member attends at the Renwick Menz Shed, they shall sign in and sign out when leaving the shed at the sign in station.

If the member brings a visitor, he shall sign the visitor in and notify and introduce that visitor to the Duty Supervisor running the shed on that day. That member shall be responsible for the Health and Safety of their visitor.

## Fire & Safety.

In the event of a fire notify all members at the shed to vacate the shed's

### **Dial 111 to call the Fire Bigarade**

and if the fire is small use the Fire extinguishers or hose reel if safe to do so, don't put yourself at risk. move to the assembly point in the car park.

The Duty Supervisor Will Isolate the main switch at the switchboards (2)

retrieve the sign in book to check names at the assembly point, and appoint someone to meet the Fire Bigarade at the gate.

**Do not go back into the buildings**, if a person is missing inform the Fire team, they will take over the search. Stay in the car park until the all clear has been given.

## **Alcohol, Smoking & Drug Policy.**

The site is smoke free this includes Vaping. You may smoke or vape on the street  
Drug taking or consuming Alcohol is not permitted around the shed or 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 behave responsibly.

## **Members with Disabilities and or Health Issues.**

Members with disabilities and or health issues are welcome at the Renwick Menz Shed and are encouraged to participate in all Menz Shed activities and use all the equipment and facilities once trained and signed off on that equipment.

Members with disabilities and or health issues are requested to share, with the committee, some basic information relating to their disability, e.g., the type of disability, what to do if there is a health incident, complete the form same as all members with doctor's name, next of kin etc.

The committee will keep a register at the shed of that information filed under that person name should it be needed in an emergency and handed to An Ambulance officer or Doctor.

Members with disabilities must notify the Renwick Menz Shed 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 has been adversely affected, The duty supervisor will decide if the affected member should stop work until further notice.

## **Members Induction.**

New members are required to read and complete the member application form which Includes Some basic Health & Safety Guidelines and a commitment to maintain a safe environment in the Renwick Menz Shed and to be accountable for their own safety. Complete the Medical Form with personal information, to be used in case of an Emergency and filed in the member's file.

The full detail of the induction of a new member will 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 the Health and Safety Officers, or another person who Hs been trained as part of their Apprenticeship or trade. and have been approved by the committee.

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The Menz Shed Committee will determine which items of machinery will require specific training and the H&S Officer will maintain a wall mounted Matrix board with members names and machinery on it.

The Renwick Menz Shed will use the Traffic light System.

**RED** = Not trained or signed off.

**ORANGE** = person under instruction but not signed off.

**GREEN** = person trained and signed off.

By checking the Matrix board any person can see who is at any time whom has been trained and who is under instruction,

Once a person can demonstrate the safety requirements of that piece of machinery and can demonstrate safe and competent use of that equipment they will be signed off and that form will be held in their file.

## Supervision and Duty Supervisor

At all regular shed open times a **Duty Supervisor** will be in attendance, The Duty Supervisor decisions and directions on all safety related matters is absolute and final.

The Duty Supervisor will be the Chairman/ President, Vice Chairman/ Vice President, Health & Safety Officer, Treasurer or Secretary.

To operate powered equipment at the Renwick Menz Shed their must be two **(2)** people in the shed. If one has an accident or medical incident, the other member can assist and call for emergency help.

## Hazzard Identification and Risk Assessment.

The Management Committee will periodically (no more than 4 months) 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 and tag filled out with problem, name of person filling form out, and the date, No person can remove this tag until all work has been completed and the person who filled out the form must be in attendance when the tag is removed. If that person is no longer a member or away on holiday or sick, then the Chairman/ President and one other committee member can remove the tag and place the equipment back into service.

The same applies if a member finds damage to any equipment or in fact caused the damage, they must complete this form and attach it to the machinery and notify any member of the committee, before leaving the shed for the day.

### **Safety Guards.**

All machinery must have safety guards fitted and in good working condition. Any person removing safety guards to operate or repair the safety guard must replacing them before leaving the shed for the day or Tag the equipment out of service.

**Under the H&S Act** any person who removed the safety guard will be held accountable for Any injury to another party. up until the guard has been replaced.

### **Committee Meeting Safety Reporting.**

At the Renwick Menz Shed monthly committee meetings their shall have a standing agenda item. Presented by the H&S Officer. All serious incidents shall be reported to the committee. The committee shall discuss any urgent safety issues raised and agree any safety improvements and or Health and Safety plan changes that require immediate implementation.

### **Health and Safety Reviews.**

The Renwick Menz Shed Committee will agree dates for a regular review of all Health and Safety procedures and agree the personnel who will undertake those reviews including the H&S Officer.

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 to be worn at all times.

No loose clothing or long hair (unless Tied back) that could be a hazard and get caught in a machine or equipment.

The Renwick Menz Shed shall provide the basic PPE gear 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 gear.

## **First Aid Cabinet and Equipment.**

A First Aid Cabinet is located in the shed for all minor injuries. All instances of first aid administered shall be recorded in the **First Aid Register** and **Incident Record book**. Person name needing first aid, the name of person administering first aid, date of incident. Record the first aids provisions that have been used (so replacements can be ordered).

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

**DO NOT** take a person to Hospital in your private car. Reason is, the patient may become critical on the journey, or you could be involved in a breakdown traffic jam or an accident.

Notify the Duty Supervisor in the event of an accident or an injury. For minor injuries that require a doctor call Renwick Doctors 44 High St, 03-572-8838. Note that any costs will apply for private consultation and treatment to the patient.

Should it be a Heart attack send a member to the front door of the church and get the Defibrillator unit. Follow the instructions on how to use this device, if you have not been Trained.

Have someone Dial 111 to get an Ambulance and have a person go to the gate to direct the ambulance on arrival.

The H&S Officer will check the adequacy of the first aid consumables and replace all consumable that have been used each month.

## **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 on 0800 030 040** and the shed Chairman/ President by phone as soon as possible after the accident that caused the serious harm.

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

1. Record the details of the serious harm accident in the Incident Record Book. Time of accident, what happened, any witnesses to the event.
2. Get a written report from any witnesses as to what they saw,

### Hazardous Substances and Chemical Spills.

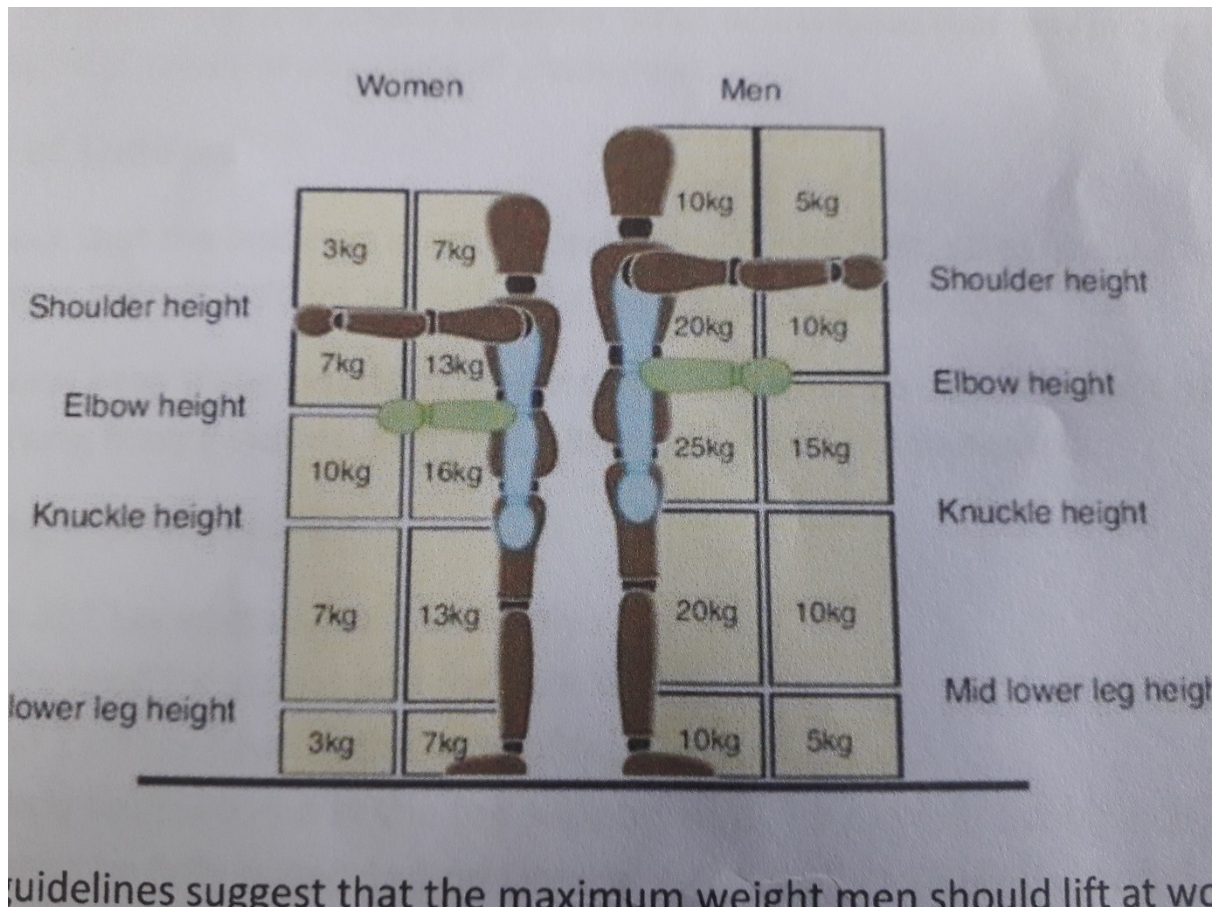
Small quantities of paint, oils, fuels, turpentine, thinners, solvents, other volatile products, And the like shall be stored separately from the shed on the paint rack in the Green container that in not a "Dangerous Goods store". The quantities of these hazardous substances being stored in the Green Container shall be kept below the approved maximum limits for general storage rather than dangerous goods storage.

The Renwick Menz Shed will permit flammable products to be stored in approved containers that contain no more than 2 litres of product, with a max of 50 litres in total product. All paint should be water based where possible.

When using any solvent-based paint or chemicals insure, they are used in a well-ventilated Area, we would prefer they be used outside.

### Manual Handling and Lifting.

The recommended maximum limit should be adjusted depending on how the load is been 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 held at arm's length or above shoulder height.

**Please remember we are not cranes.**

## **Safety on External projects and work sites.**

For all jobs, preparation of job specific safety plan, signage and notification 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 the 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, power 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 removed from site.

All Renwick Menz Shed members are responsible to visually check the equipment before use, and not use that equipment if any fault is observed. Members shall fit an out of service tag with date and Person's name and inform the Duty Supervisor of the problem.

## **Safe use of Ladders.**

Check that the ladder is in good condition- rungs, feet, stiles, locking bars.

Ensure that all ladders are at least 4meters clear of any power lines.

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



**Straight Ladders shall:**

- Slope at 1 horizontally to 4 vertically
- Only be used for access and light work
- Extend 1 meter above the level of support
- Be firmly tied/ secured at the top support level (to prevent ladder slipping)
- The 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
- Never use a home light weight ladder.
- When climbing the ladder to tie off insure another person foots the ladder at all times.

**Step Ladders Shal:**

- Be maintained and in good condition.
- Set up on stable ground, pack up uneven ground to obtain a level work area
- Locking arms and clips are securely engaged.
- Have the steps facing the work activity (avoid side loading work).
- Avoid holding items when climbing up or down.
- Insure there are a min of 2 rungs above knee height for your support.

**Every Member of the Renwick Menz Shed is expected to share in this commitment to Health & Safety.**

**I have read and understand the H&Srules of the Renwick Menz Shed.**

**Member's Signature:**

**Chairman's Signature:**

**Date:**

**Date:**

