



WORKSHOP INDUCTION

Medical / Ambulance	000
Fire & Rescue Service	000
Police	000

CONTENTS



HEALTH, SAFETY & ENVIRONMENT POLICY	3
1.0 INTRODUCTION	4
2.0 WORKSHOP DESCRIPTION	4
3.0 SAFETY COMMITMENT	5
3.0 SAFETY COMMITMENT	6
4.0 SMOKING POLICY	6
5.0 WORKSHOP HAZARDS	6
6.0 ENVIRONMENTAL PROTECTION	6
7.0 YOUR RESPONSIBILITY	6
8.0 HAZARDS	7
9.0 PERSONAL PROTECTIVE CLOTHING & EQUIPMENT	7
10.0 HOUSEKEEPING	7
11.0 HAND TOOLS	7
12.0 ELECTRIC POWER TOOLS & EQUIPMENT	7
13.0 CHEMICALS AND HAZARDOUS SUBSTANCES	7
14.0 MANUAL HANDLING	8
15.0 LOCKOUT / TAGOUT PROCEDURES	8
17.0 EVACUATION PROCEDURE	8
18.0 FIRST AID	8
19.0 ALCOHOL & ILLEGAL DRUGS	9
20.0 GENERAL RULES	9
21.0 RESOLUTION OF SAFETY ISSUES	9
22.0 DUTY OF CARE	9

HEALTH, SAFETY & ENVIRONMENT POLICY

YOUR WOODWORKS is committed to the health and safety of our people and customers, and to protect the environment within which we operate.

Our policy is to:

- Provide a safe and healthy workplace for all our people and customers.
- Make Health, Safety and Environment (HS&E) a part of all business decisions.
- Assess and minimise HS&E risks, prior to commencing all activities.
- Apply standards, which meet relevant legislation, regulations and community expectations.
- Strive to operate in a manner, which poses no health, safety, and environmental risk to our customers or the public.
- Use resources efficiently and minimise waste and emissions.
- Lead, advise, and motivate our employees and customers to work in a safe and responsible manner.
- Communicate openly with our people and our customers on HS&E matters.
- Provide information and advice on the safe and responsible use of our products and Services

1.0 INTRODUCTION

The objectives of YOUR WOODWORKS is to provide an opportunity for woodworking enthusiasts, trades people, hobbyists, boatbuilders and cabinet makers to work in a safe and healthy workshop.

Staff Members will be available to assist in operating the workshop machinery, your projects and promoting and ensuring safety while in the workshop.

It is in your own safety interest and the interest of your fellow users to carefully read, understand and follow these rules and procedures. The short general induction includes Workshop rules, Safety procedures, Workshop and Yard layout

For your safety, you will be required to complete an induction before using YOUR WOODWARDS facilities for the first time. You will be required to complete an appraisal form before entering our workshop.

2.0 Workshop Description

YOUR WOODWORKS is structured so that 'You can work in our workshop'. Work benches, small power and pneumatic tools are included (subject to availability) by paying the basic workshop rate.

Large Woodworking Machines are available for use to approved users and the time used is invoiced by the access control system (ACS).

After registration, each user will be issued with a Smart Card (ACS) allowing you to use approved machine/s. Upon completion of your project, the ACS ensures that you only pay for the time while your card is inserted in the card reader and the blue light has been luminated on the machine you are using. Minimum charges apply.

For access control and invoicing purposes all users must log in and out of the workshop using their smart card through any of the three access doorways.

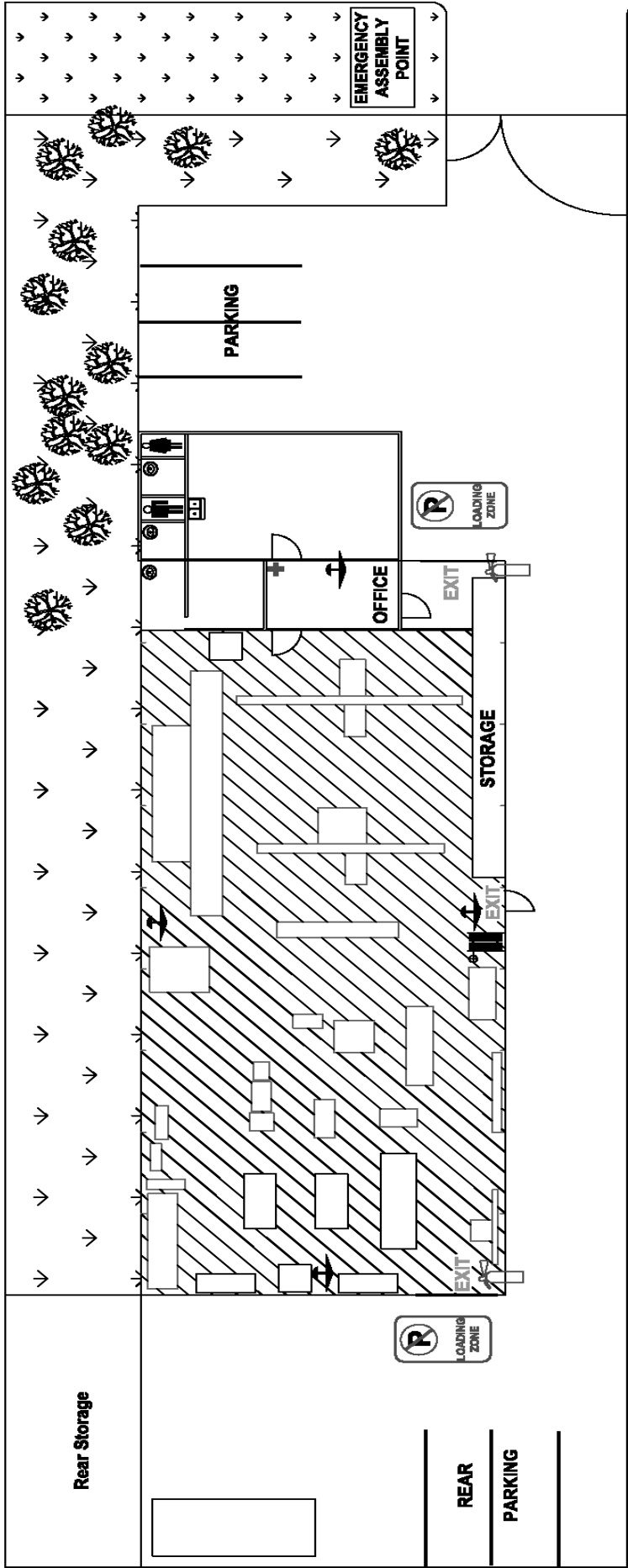
Smart Cards are issued from the office and must be returned to the office on the completion of each session.









Staff will check all materials you bring into the workshop for imbedded nails, coatings and other hazards.

You are responsible for your own materials. We accept no responsibility for your materials while on the premises

You must report and pay for any breakages and damaged equipment, including cutters and saw blades.

← KEMBLA WAY →



-  AUTHORISED PERSONNEL ONLY
-  FIRE EXTINGUISHER
-  M & F TOILETS
-  FIRE HOSE REEL
-  HAND BASIN
-  KITCHEN SINK
-  WORKSHOP EMERGENCY STOP
-  FIRST AID

3.0 SAFETY COMMITMENT

- Safety is a state of mind
- Don't trust your luck
- Accidents can be avoided
- Don't pretend it will not happen to you
- Expect the unexpected
- Do not gamble with your own or your fellow workers' safety
- If you have any concerns about your safety ask one of our staff
- Don't allow familiarity from frequent use of machinery
- Always remember that a careless fraction of a second is sufficient to inflict severe injury.

4.0 SMOKING POLICY

No smoking at all in the workshop area.

5.0 WORKSHOP HAZARDS

An analysis of the usage of The Workshop and surrounds has identified several potential hazards. While the assessment process cannot identify every hazard employees and customers must be vigilant to other potential issues, by always working in a safe manner.

6.0 ENVIRONMENTAL PROTECTION

6.1 INDIVIDUAL RESPONSIBILITIES

The rules applying to individual responsibility for environmental protection are simple and sensible. In general the environment should be disturbed as little as possible and care should be taken at all times. The intention is to put everything back the way it was found.

6.2 WASTE DISPOSAL

Rubbish - All rubbish must be removed and placed in bins provided, or taken with you on completion of your time at The Workshop

Spills - Spillage is to be reported to Staff, and cleaned up immediately.

7.0 YOUR RESPONSIBILITY

Before entry to the workshop all customers are required to be appropriately dressed in order to perform their activities in a safe, competent manner.

Customers will:

- take all reasonable care for their own safety and that of other persons who may be affected by their acts or omissions.
- comply with all safety instructions given by any staff member.
- provide (whenever possible) and wear the personal protective equipment as required.
- report immediately to a staff member any situation which they have reason to believe could present a hazard or health risk, including malfunctioning equipment,

8.0 HAZARDS

All Users of The Workshop are encouraged to report any potential hazards to ensure that they are identified, recorded and more importantly addressed in a timely manner.

9.0 PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

- The wearing of covered footwear is mandatory on these premises.

10.0 HOUSEKEEPING

It is the responsibility of all personnel on site to maintain their own work space in a clean and tidy condition.

- All rubbish must be placed in bins provided. **DO NOT LITTER**
- Storage areas shall be kept clean and materials stored neatly.
- Tools and other equipment must be returned to the relevant storage area when not in use.

11.0 HAND TOOLS

Hand tools that are used for striking or fastening such as hammers, picks, axes, files and screwdrivers MUST be checked regularly to ensure that heads are tight on their shafts.

and:

- where defects are present they must not be used;
- must be used in conjunction with Personal Protective Equipment.

12.0 ELECTRIC POWER TOOLS & EQUIPMENT

Electrical power tools that you bring to our workshop must not be operated in a condition or manner that would damage the equipment nor cause injury to the operator or others. In addition, these tools:

- must be used in conjunction with personal protective equipment;
- all guards must be in place and operating correctly; unless Job Safety Analysis dictates otherwise;
- must only be used with consumables that are suited to the tool and application (ie correct size and type of grinding disc);
- must not be used with double adaptors; and
- must not be used when wet.

13.0 CHEMICALS AND HAZARDOUS SUBSTANCES

Chemicals and hazardous substances means a substance which has a potential, through being stored, handled, transported or used on-site, to harm the health and safety of any person or the environment.

Before any chemical or hazardous substance is used on site it must be approved by a staff member. Copies of the Material Safety Data Sheet (MSDS) must be available.

Customers are reminded to observe the following:

- don't splash chemicals around;
- avoid contact with skin;
- avoid breathing fumes in;
- wear the specified personal protective equipment correctly;
- clean up any spillages immediately;
- use in a well ventilated area whenever possible.

14.0 MANUAL HANDLING

Manual handling of materials incorrectly is responsible for the largest single cause of industrial accidents.

- All materials must be moved using trolleys provided.
- To pick up a load, bend your knees and keep your back straight.
- Hold the load as close to you as possible.
- Avoid twisting your body.
- Avoid lifting excessively heavy loads - get help.

15.0 LOCKOUT / TAGOUT PROCEDURES

Lockout Tags are used to prevent accidental operation of machinery and equipment that are unsafe to operate or under maintenance.

Danger Tags will be placed on the operating controls of all defective equipment.

16.0 FIRE SAFETY

Employees must become conversant with the location of fire fighting equipment in their areas.

1. In case of fire:
 - sound the alarm by notifying a staff member immediately
 - assist any victims and warn others of danger.
2. If the fire is not large, try to contain it using an extinguisher or other available means.
3. Do not use water on any electrical nor flammable liquid fire.
4. Clean up any spillage of flammable materials, immediately, place in the receptacles provided.
5. Ensure clear access is maintained to fire protection equipment.
6. "No Smoking" signs must be strictly adhered to.

17.0 EVACUATION PROCEDURE

In the event of a staff member identifying the need to evacuate the workshop:

- Power to all equipment will be shut down
- Evacuation Announcement will be made on the public address system
- Assemble at the emergency assembly point

18.0 FIRST AID

All injuries shall be reported to a staff member for recording and treatment.

The following points are to be observed:

- do not panic;
- do not place yourself in danger;
- do not move the patient unless in further danger;
- call for first aid assistance;
- provide first aid to the best of your ability;
- remember your DR-ABC:

DANGER - to yourself and others

RESPONSE - shout and shake

AIRWAY - clear and open

BREATHING - if not 5 quick breaths

CIRCULATION - check pulse and if present start EAR, if absent start CPR.

19.0 ALCOHOL & ILLEGAL DRUGS

The possession, use or consumption of illegal drugs on-site is not permitted.

The following conditions are part of entrance to the workshop

- it is the responsibility of customers that they do not work when under the influence of illegal drugs or other mood-altering substances, including alcohol;

20.0 GENERAL RULES

You MUST comply with any safety direction, order or instruction given by any staff member

Support efforts to make our work place safe - do your part - observe safety rules.

Obey the warning and instructions given by any signs.

Do not run within the work shop.

Do not alter or tamper with any personnel protective equipment or fire protection/fighting equipment. All accidents including near miss incidents must be reported immediately.

Persons under the age of 15 will not be permitted to be in the workshop area, unless supervised by an approved adult.

Management reserves the right to refuse entry to any person.

21.0 RESOLUTION OF SAFETY ISSUES

“It is a commitment to Safety and Health by YOUR WOODWORKS that no person shall perform any duties, which they genuinely believe is Unsafe or a Risk to their or others Health.”

Where you become aware of workplace Health, Safety or Environmental issue, or hazard, the following actions should be taken:

- make the situation safe if there is no danger to yourself or others;
- advise a staff member of the issue;

22.0 DUTY OF CARE

General duty of care” and “general duties” describe duties that the Act places upon people to ensure their own safety at work and that of others who are at the workplace or who might be injured by the work. These general duties are aimed at preventing anyone being killed, injured or contracting an illness because of work or activities at a workplace, including using plant or equipment “ .

INDUCTION RECORD FORM

TO BE RETURNED TO WORKSHOP OFFICE

Name: _____

Occupation: _____

Business Name (if applicable): _____

Contact Address: _____

Telephone _____ Work _____ Mobile _____

Driver's License Number: _____

Car Rego: _____

Email: _____

I acknowledge that I have received instruction in the following for the "Your Woodworks Workshop".

- Health, Safety & Environment Policy
- Legislative / statutory requirements
- Personnel responsibilities
- Workplace health & hygiene
- Workshop communications
- First aid & medical procedures
- Incident / hazard reporting requirements
- Workshop rules
- General work practices
- Take reasonable care for my and others safety
- Abide by all the workshop obligations.
- Comply with safety instructions
- Report accidents, incidents and near-miss incidents
- Liability disclaimer

I have referred any matters requiring explanation to the inducting presenter.

Through my signature below, I agree to observe the health and safety requirements of Your Woodworks Workshop and statutory requirements applicable.

I accept that my observation of, and compliance with, these rules is a condition of my time spent in the workshop.

SIGNATURE: _____ **DATE:** _____

THIS FORM IS TO BE RETURNED TO THE INDUCTION PRESENTER

INDUCTION PRESENTER: _____

SIGNATURE: _____ **DATE:** _____

LIABILITY DISCLAIMER

LIABILITY DISCLAIMER

Customers attend the workshop at their own risk. Your Woodworks will not be held liable for any injury sustained.

In no event shall Your Woodworks be liable for any damages whatsoever, and in particular, Your Woodworks shall not be liable for special, indirect, consequential, or incidental damages for lost profits, loss of revenue, or loss of use, whether brought in contract, negligence, or tort, arising out of or connected with the Your Woodworks.

To the full extent permissible by law, Your Woodworks disclaims all responsibility for any damages or losses (including, without limitation, financial loss, damages for loss in business projects, loss of profits or other consequential losses) arising in contract, tort or otherwise from the use of or inability to use the workshop and all related facilities or any material from Your Woodworks, or from any action or decision taken as a result of using Your Woodworks or any such material.

Selection of equipment which is both suitable and appropriate for individual needs remains the responsibility of the person(s) considering its use, and no responsibility is taken by Your Woodworks for any loss or injury caused through use of the equipment or alleged to have arisen through reliance upon information provided.

It is the customer's decision to enter Your Woodworks or to start and use any equipment. Customers shall accept that their participation in the workshop is at their exclusive risk in every respect. By way of entry in the workshop Customers shall indemnify the Owners and their officers, members, servants and agents in respect to all claims and demands of whatever nature which may be made upon them in connection with or howsoever arising from their participation or intended participation in the workshop.

The owners, their officers, members, servants, and agents accept no responsibility in respect of loss of life, personal injury or loss or damage to property which may be sustained by reason of their participation or intended participation in the workshop or howsoever arising in connection with activities customers undertake at Your Woodworks.

WORKSHOP EMERGENCY CONTACT DETAILS

It is important that in the event of an emergency / incident that your family / relatives can be contacted or that special medical conditions can be treated.

Please indicate the name, address and telephone number of the person that could be contacted in the event of an emergency:

(Note: This information is confidential and will be treated accordingly)

Emergency Contact Name:	
Telephone Number:	
Special Medical Conditions (Optional)	

OPERATIONAL EXPERIENCE

Customer Name			Assistance Required	Access Authority Date	Approved (office only)
	Yes	No			
Panel Saw					
Rip Saw					
Band Saw					
Docking / Compound Saw					
Auto Post Former					
Thickneser/Planers					
Spindle Moulder					
Edge Bander					
Wood Lathe					
Dowelling Machine					
Pedestal Drill					
Overhead Router					
Wide Belt Sander					
Back Brush Sander					
Vertical Sander					
Stroke Sander					
Power Tools (routers, trimmers, circular saw)					
Pneumatic Tools (nail gun)					
Wood Lathe					

Notes:

A series of horizontal dashed lines for taking notes, consisting of 20 lines.