

**Indooroopilly Men's Shed
Health & Safety Manual
Part 1**

DRAFT

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1. Foreword

Members of the Indooroopilly Men's Shed have a Duty of Care to themselves, their Shed colleagues, family members and visitors to operate safely. .

Responsibility for Shed Safety is everyone's business because safe operating is essential to everything we do. The Committee or authorised persons who establish and oversee the operations of the Indooroopilly Men's Shed and the members that supervise activities have a key role in requiring that safe practices are followed. Members who use the Indooroopilly Men's Shed facilities have a corresponding duty to comply with safe practices and change any unsafe practices accordingly.

Activities at the Indooroopilly Men's Shed take place in several places and not all are at the Shed proper. At present the main zones of activities are:

- the meeting room
- the workshop
- the computer room
- the kitchen
- external activity sites (eg yoga, ukulele)
- Indooroopilly Shopping Centre (indoor walking group)
- suburban streets (outdoor walking group)
- sausage sizzles at Bunnings and public gatherings.

The workshop is the site of greatest concern in terms of Workplace Health and Safety but it is recognised that many members do not use the workshop at all. Consequently the IMS Workplace Health and Safety plan is divided into two parts.

Part 1 covers aspects that are relevant to all members.

Part 2 covers workshop tools, equipment and machinery used the by the woodworking group, the metalworking group and the bike repair group.

It is not necessary for members who are not users of the workshop to study Part 2 in detail but they should familiarise themselves with Part 2, particularly if they volunteer to help with specific workshop projects.

PART 1
GENERAL HEALTH AND SAFETY

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1. Shed Safety Policy

The Indooroopilly Men's Shed believes that operating our Shed in a safe and responsible manner is fundamental to the continued success and growth of our Shed

Sound safety practices result in low accident rates and consequently low Insurance premiums. A careless approach to safe work practices and other behaviours may lead to a claim for insurance being denied by the Insurer.

We value our members and place the utmost importance on the safety of all persons working in or visiting our Shed.

We are committed to:

- Encouraging and supporting a culture whereby all members may identify, report, assess and control safety risks in our Shed.
- Continuously improving our safety to reduce work related injury, illness and harm.
- The provision of induction training and briefings to ensure all members, subcontractors and visitors have the relevant skills and knowledge to understand risks and their safety obligations.
- Compliance with all applicable laws, regulations, statutory obligations and other relevant requirements.
- Ensuring we have the resources and skills necessary to effectively manage our identified safety risks.
- Maintaining and improving a safety management system.
- Consulting and communicating with our members about safety.
- Providing information and documentation to assist with effective safety management.

2. New Member Induction

New members will complete an Application for Membership Form and after approval of their membership by the Committee. The new member will then be inducted into the Shed by the membership officer or his delegate. During induction the new member will be taken on a tour of the Shed and policies and procedures will be explained to him and general issues of Workplace Health and Safety will be raised as per the checklist contained in Appendix A.

The topics covered in this checklist are as follows.

- Explanation of the Shed structure and purpose
- Explanation of Shed policies and procedures
- Introduction to key people and explanation of their roles
- Tour of the Shed facilities:
- Explanation of IMS training:
- Explanation of the Shed safety responsibilities:
- Show the Shed 's safety environment:
- Explanation of the privacy of Members' data records.

A copy of the IMS Health and Safety Manual will be emailed to the new member after induction and the location of the IMS Health and Safety Manual on the Shed website will be shown so that the new member can check for updates.

After induction the new member will then be issued with his Indooroopilly Men's Shed name tag. All members need to wear a name tag when attending the Shed. The main purposes of the name tag are to enable members to get to know each other by name and for security i.e. the tag shows a person is authorised to be in the Shed.

3. Health and Hygiene Policies and Procedures

Communal Health

A fundamental benefit of the Men's Shed concept is that time spent in the company of other men provides a positive health outcome. The Indooroopilly Men's Shed provides a place for men to meet and share in a variety of activities with other men. An activity can be as simple as a friendly chat with other men or participating in a workshop project. Healthy interactions with other men mean that Shed members share responsibility for safe, healthy and hygienic behaviour in the Shed environment. That means that any members suffering from colds, flu and COVID etc should stay away from the Shed until returned to good health because these illnesses can have a severe effect on elderly people.

No Smoking

Smoking is not permitted at any time in any section of the Indooroopilly Men's Shed. Smokers are required to go to an area outside the immediate vicinity of the Shed to smoke and to bin their cigarette butts safely..

Personal Health Issues

If a Shed member has a health issue which may affect his capabilities or performance during Shed activities he should discuss it with his fellow members. If he has a medical condition which could lead to an emergency situation he should advise them of what action to take in that situation.

Prescription Medication

Members who need to take prescription medication are free to do so at the Shed. However individual members need to be aware of any medication they are taking which may impact on their ability to work safely with tools and equipment.

This information should be conveyed to the member in charge of operations. If there is any doubt as to the ability of the member to operate tools and equipment then that member should seek written clearance from their GP.

Drugs and Alcohol

AMSA policy is that the illegal use of drugs is not permitted in a Men's Shed at any time and that legal amounts of alcohol are only consumed when no other activities are taking place that involve the use of power tools or equipment (sensible use of a BBQ is an exception). The above does not apply to prescription medication that can be taken in accordance with the doctor's instructions.

Reporting Disabilities (Permanent & Temporary)

Members are required to advise of any existing disabilities when registering as new members. The prime reason is to ensure that the health and safety of the member and others is preserved. Disabilities may be apparent but it is recognized that some are not and may be the source of embarrassment if made known to other members.

The Australian Men's Shed Association (AMSA) requires that all conditions that can affect safety be made known to the Shed member in charge of operations or the Membership Officer. This is because the Shed insurances are arranged through AMSA.

Disabilities/impairments will be noted on file and not communicated to anyone else (unless the member or carer has made such information common knowledge).

First Aid

The Shed maintains a First Aid kit for the treatment of minor wounds and injuries. Several members have received first aid training and are able to help with wound dressings and medical incidents. The Shed engages first aid professionals to conduct subsidised training courses on a regular basis and training is available to everyone, particularly activity leaders.

In the event of a serious injury or medical incident call 000 as quickly as possible.

All injuries no matter how slight need to be recorded in the First Aid Register that is to be kept in the Shed near the First Aid kit. This information will help identify trends at the Shed so that problems can be fixed. It is also a legal requirement.

Significant injuries or incidents have to be recorded on an Incident Form as in Appendix B.

Incident Management

It is important for all concerned that incidents (and near misses) are treated seriously.

- Every incident or near miss signals a flaw in our Shed Health and Safety practice and should be reported to the relevant Committee Member at the Shed
- Notes should be made about each incident including the cause
- Corrective action should be taken if reasonably possible to prevent a similar incident happening again
- If a Member feels it could have Insurance implications or the information might help other Sheds to avoid a similar incident, it should be reported to AMSA on an Incident Form (Appendix B).

Defibrillator

The shed has a portable defibrillator which is kept in a case mounted on a wall of the meeting room. While it is best to have received training in the use of the defibrillator, in an emergency it can be operated by anyone because it has a set of spoken instructions to guide an untrained user through a potentially life-saving procedure. In other words, if the need arises, **USE IT!**

Fire

The building is fitted with smoke detectors. However, if a fire is discovered before the detectors have operated, act as follows.

- Raise the alarm by shouting **FIRE! FIRE! FIRE!**
- Continue this call until all occupants have been alerted and begin to leave the Shed to assemble in the muster area by the Substation fence.
- Make sure someone has called the Fire and Rescue service on 000.
- Grab the attendance book on the way out and have a roll call in the muster area.

The attendance book provides a record of who is in the Shed when the fire breaks out. The first thing firefighters ask when attending a burning building is if anyone is inside. This emphasises the need to sign out when leaving the Shed so that firefighters do not risk their lives searching for someone who has left the premises.

More detailed instructions about how to act in the event of fire are contained in Appendix C

Food and Kitchen Hygiene

The basic points are:

- All members must wash their hands before handling food in the kitchen and keep the kitchen benches clean.
- All used crockery and utensils are to be placed in the dishwasher after use.
- Food scraps and waste materials are to be placed in the relevant garbage container as soon as possible.

Detailed guidelines for members involved in food preparation for Shed functions are contained in Appendix D.

Chemicals

Only minimal amounts of chemicals, primarily solvents, are to be kept at the Shed and these are to be stored in an approved storage system and must be used cautiously in accordance with standard procedures. If any of these materials are to be disposed of, then it needs to be done correctly.

The safe use of chemicals is described more fully in Appendix E

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4. Risk Management

Risk Assessment of Shed Activities, Work Areas and Projects

Incidents/accidents can happen if we start activities without properly considering what might go wrong. For example, in the workshop we might use the wrong tools, take shortcuts that may be dangerous or fail to consider others moving around us. However while the workshop environment is where members are potentially at most risk, accidents can happen anywhere in the Shed or during Shed activities in other locations.

Good Men's Shed Health and Safety practice is to foresee what could go wrong and ensure that all reasonable steps are taken to avoid an incident / accident that might cause injury or damage.

Risk Management is the process used to analyse a situation and then work towards minimizing harm towards people or property. The Risk Management process can be applied to analysing the downside of any situation – not only Health and Safety.

In its broad sense, the word 'Risk' is the chance that loss or damage from some event will happen. It combines the concept of likelihood and the consequence of the event. This is illustrated in the standard risk matrix shown below.

Potential Impact Of Risk	Likelihood that Risk would cause an Accident				
	Almost Certain	Likely	Moderate	Unlikely	Rare
Insignificant	Significant	Moderate	Low	Low	Low
Minor	Significant	Significant	Moderate	Low	Low
Moderate	High	Significant	Significant	Moderate	Moderate
Major	High	High	High	Significant	Significant
Catastrophic	High	High	High	High	Significant

Identify the Potential impact of Risk

Insignificant	No injuries, low financial loss
Minor	Simple First aid treatment, medium financial loss
Moderate	Significant First aid treatment, high financial loss
Major	Extensive injuries, loss of production capability, major financial loss
Catastrophic	Death, huge financial loss

For example, the likelihood of an earthquake happening in Central Australia is unlikely, but if it did happen it could have serious local consequences for Men's Sheds in the district but would not impact on Men's Sheds in coastal areas of the country.

The standard steps to minimise risk are summarised as follows.

Step 1 - Spot the Risk

Step 2 - Assess the Risk

Step 3 - Fix the Problem

To fix the problem, appropriate control measures should be instituted as per the following hierarchy.

1. Eliminate the risk.
2. Substitute the risk with a safer alternative.
3. Isolate the risk.
4. Use engineering controls.
5. Use administrative controls
6. Use personal protective equipment (PPE).

Risk Management is discussed in more detail in Appendix F.

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5. Indooroopilly Men's Shed General Safety Procedures

Workshop Safety

All Shed members who use the workshop have to undergo a basic workshop induction when first attending the workshop. Members cannot use any of the machines until they have been trained in their use as described in Part 2 of this manual. All members must undergo the Shed's training course even if they are already proficient in the use of particular machines. This is because of the need to ensure that all workshop users have received standard training for insurance purposes. Until members are trained in the use of the machines they are permitted to use hand tools.

Safety Tags

Safety tags are used to issue warnings to potential users NOT to use a piece of equipment because it is faulty or is being serviced. A safety tag can only be removed by the person who placed the tag on the piece of equipment or by an authorised officer.

Examples of typical safety tags :



Minimum Number of People in the Shed

It is Indooroopilly Men's Shed policy that there must be at least two people in the Shed when any work is being undertaken in the workshop. The reason for this is to ensure that if a member is in need of help or injured another person is there to provide assistance.

Safety of Visitors

Australian Safety legislation sets out that when visitors come to the Shed, you have a duty of care to ensure they are safe. The visitors also have a corresponding responsibility to follow the safety policy and procedures and to take care not to endanger other people.

In practical terms, our AMSA Insurers require that all visitors to Men's Sheds be advised about any known dangers/risks they could encounter in the Shed.

For example, it may not be necessary to give an extensive induction if the purpose of the visit is just to drop off some tools. However, on the other hand, if the visitor is a contractor, then he or she requires a more extensive briefing and, in particular, the briefing needs to advise all known risks that apply to the work area and the task.

Visitors who enter the premises be given a coloured visitor's badge that can have their first name written on it. Shed members should go out of their way to speak to visitors and make them feel welcome.

As a further measure, AMSA recommends that visitors be accompanied at all times when on the Men's Shed premises. Additionally, the normal safety practices that apply to members also apply to visitors. These include:

- Wearing shoes that cover the toes
- Long hair covered by a net if near to machines
- Wear safety glasses
- Wear all other appropriate PPE
- Observe all safety signage.

Children in the Shed

The minimum age for membership of the Indooroopilly Men's Shed is 18 years. Children (usually grandchildren) may visit the Shed under the close supervision of a sponsoring member but are prohibited from entering the workshop when any workshop sessions are in progress. Children may be taken on a tour of the workshop when sessions are not running but only on a "look but don't touch" basis because there are many potentially hazardous pieces of equipment in the workshop.

There may be occasions when special sessions may be arranged for children associated with Shed members to make a simple project in the Shed workshop but each child (usually a grandchild) must be sponsored by a Shed member who is responsible for the child's safety. No major machines are to be operated during these sessions.

Working with Children

There are occasions when members of the Indooroopilly Men's Shed do work with children outside of the Shed environment. These occasions include community events, school activities, Bunnings Family Fun nights etc. Members who are frequently engaged in activities involving children are encouraged to obtain a Queensland Government Blue Card for working with children.

The Australian Men's Shed Association has developed a Policy Statement - Working with Children which is contained in Appendix G

Electrical Safety/Tagging

All electrical work must be done by properly licensed people. All electrical work undertaken onsite is required to be carried out in compliance with the relevant statutory Acts and regulations.

All electrically powered tools, lamps, extension leads, transformers and other such items of equipment are to be inspected, tested and tagged in accordance with the Code of Practice by a competent person at least every twelve (12) months. Further information is contained in Appendix H

Safe Use of Ladders

Ladders are not commonly used outside of the workshop and even there the main ladders used are step ladders which should be used fully opened so that there is no danger of the step ladder sliding. More specific information about the safe use of ladders is in Appendix I.

Manual Handling

We are not as young as we used to be and as seniors we have to be very careful lifting heavy loads. For lifting, lowering or carrying loads the following guidelines are appropriate.

- In seated work, it is not advisable to lift loads in excess of 4.5 kg.
- The risk of back injury increases with objects above 16-20 kg. Therefore from the standing position, it is advisable to keep the load below this range.
- Mechanical lifting and/or team lifting should be used to reduce the risk of injury with heavier lifts.
- Generally, no person should be required to lift, lower or carry loads above 55kg unless mechanical assistance or team lifting are involved..

Safety Audits

Safety audits are to be conducted quarterly in the Shed as per the checklist contained in Appendix J.

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APPENDIX A

INDUCTION CHECKLIST

Member's Name:	
Start Date	
Assessor:	
<p><u><i>Explain the Shed structure and purpose:</i></u></p> <ul style="list-style-type: none"> • Type of work done - how much personal work allowed • Description of jobs and responsibilities • Shed Opening Times • Out of hours enquiries <p><u><i>Explain policies and procedures on</i></u></p> <ul style="list-style-type: none"> • Drug and alcohol misuse • Non-smoking policy • Members rules of behaviour • Child Protection <p><u><i>Introduce key people and explain roles:</i></u></p> <ul style="list-style-type: none"> • Co-ordinator/Convenor • Supervisor • Other members <p><u><i>Show the Shed facilities:</i></u></p> <ul style="list-style-type: none"> • Car parking • Eating facilities • Wash and toilet facilities • Work areas, tools, machinery and equipment <p><u><i>Explain IMS training:</i></u></p> <ul style="list-style-type: none"> • First aid, fire safety and emergency procedures training • Handling risky substances • Instruction on safe machine use 	<p><u><i>Explain Shed Safety responsibilities:</i></u></p> <ul style="list-style-type: none"> • Consultative and communication processes • Incident reporting procedures, including where to find reporting forms • Policy and procedures • Roles and responsibilities • Reporting risks • Lock up and security of the Shed. <p><u><i>Show Shed safety environment:</i></u></p> <ul style="list-style-type: none"> • Emergency procedures, exits and fire extinguishers • First aid facilities • Information on workplace risks and controls • Safe use and storage of risky substances • Material safety data sheets (MSDS) • Safe use and storage of Personal Protective Equipment (PPE) • Location of machine instruction manuals • Need for safe clothing and footwear <p><u><i>Member's data records:</i></u></p> <ul style="list-style-type: none"> • Privacy of information • Existing medical problems so that supervisor/convenor is aware • Contact details for emergency use

INCIDENT FORM:

MEN'S SHED	Report No.:
Date of Incident:	Time of Incident:

PART A - WHAT HAPPENED?

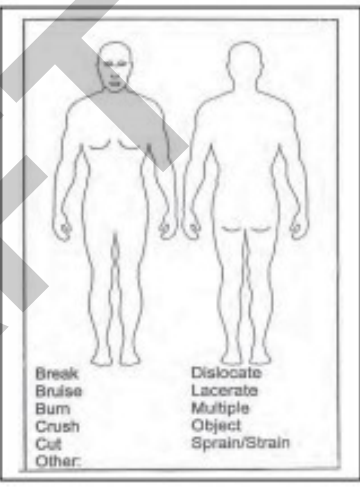
Type of Incident:			
<input type="checkbox"/> Injury		<input type="checkbox"/> No-injury	
If Injury:			
<input type="checkbox"/> First Aid		<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> LTI
If No-Injury was the Incident due to:			
<input type="checkbox"/> Fire	<input type="checkbox"/> Explosion		<input type="checkbox"/> Plant
Failure			
<input type="checkbox"/> Plant Damage	<input type="checkbox"/> Other (specify)		
Persons Involved:			
a) Person(s) directly involved.	Member / Name	Address	Phone Number
	Non-Member / Name		
Damage to plant or property that occurred/may have occurred:			

PART B - HOW DID IT HAPPEN?

Description of Incident: (explain clearly how the incident occurred. This should be brief, in dot point form, providing the facts only and should not contain supposition or hearsay).

Location (attach sketch/map):
Weather Conditions:

PART C - INJURY REPORT

Injury Details:		
Was FIRST AID treatment administered?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, Treatment details:		
If YES, By whom:		
Was injured person sent to Doctor/Hospital?	YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Medical Certificate/Certificate of Capacity)	
If YES, name of Doctor/Hospital:		
If YES, name of person taking injured person to Doctor/Hospital:		
Did the Injured person return to shed to participate? YES <input type="checkbox"/> NO <input type="checkbox"/>		

PART D - AUTHORITY NOTIFICATION*

Name of Relevant Authority (Police / Fire / Ambulance):	
Is this a major / serious incident:	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, has the Authority been notified:	YES <input type="checkbox"/> NO <input type="checkbox"/>

PART E - AUTHORISATION AND DISTRIBUTION

Report Prepared by:		
Name:	Signature:	Date:

DISTRIBUTION OF FORM: TO AMSA

INDOORROOPILLY MEN'S SHED

FIRE AND

EVACUATION PLAN

1 Preliminary

1.1 Purpose of the Plan

The purpose of this plan is to document procedures for handling various types of emergencies and for the evacuation of the Indooroopilly Men's Shed. The procedures should not be considered rigid but rather as flexible guidelines to be adapted to cope with any unanticipated emergency.

2.0 Emergency Procedures

2.1 Actions In The Event Of Fire

Preliminary

The primary duty of members and/or contractors is not to combat the fire but to ensure as far as practicable and to the best of their ability, the safety of themselves and others. Members and/or contractors with current skills in the use of extinguishers or other equipment may attempt to extinguish the fire if safe to do so.

Throughout these procedures, the indication to "Raise the Alarm" is a reference to this sub-section:

- This building is fitted with smoke detectors, however, if a fire is discovered before the detectors have operated, raise the alarm by shouting
"FIRE, FIRE, FIRE"
and continuing this call until all occupants have been alerted and begin to leave the affected building.

On discovery of a fire:

- Raise an alarm by shouting **"FIRE, FIRE, FIRE"**
- Commence evacuation of immediate danger areas using designated fire exits,
- Assemble at the designated Assembly Area

- Notify the Queensland Fire & Rescue Service (QFRS) of the nature and status of the emergency by dialling **“000”**
- Do not re-enter the building until instructed it is safe to do so by the Senior Fire Officer in Charge.

2.2 First Attack Fire Fighting Procedures

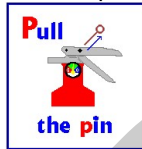
2.2.1 Initial Response:

- *Raise the alarm*
 - Ensure occupants are aware of the emergency.
 - Ensure the Fire Brigade have been called.
- *Decide on action*
 - Support – Do not attempt to fight the fire alone.
 - Size – Do not attempt to fight a fire you believe to be beyond your abilities or experience.
 - Surroundings – Check for danger such as gas cylinders or chemicals etc.
 - Smoke, Fumes, Heat – Fires producing rancid fumes should be left.
- *Equipment*
 - Correct equipment for the class of fire.
 - If the appropriate extinguisher is not available, the fire should be left.
- *Safety*
 - Test the equipment prior to approaching the fire.
 - Keep low – stay below the smoke level.
 - Safe escape route – keep between the fire and the exit.
 - Contain – If the fire cannot be controlled, close the doors if safe before leaving.

2.2.2 Using an Extinguisher

Remember **“PASS”**

- **P**ull the pin and test the equipment



- **A**im the nozzle at the base of the fire



- **S**queeze the handle to operate



- **S**weep the extinguishing agent from side to side



2.4.3 After the Fire:

If the fire is extinguished prior to the arrival of the Emergency Services:

- Do not disturb the fire area
- Keep away from the smoke and affected areas
- Ensure the Shed Safety Officer is notified of the equipment used for replacement purposes
- Complete any OH&S reporting procedures.

2.5 Extinguishment Equipment

2.5.1 Fire Extinguishers

Fire Extinguishers are installed at the building. It is important that all members become familiar with the type of fire extinguishers provided and their locations. Only those who are trained in the use of extinguishers should attempt to fight the fire. Refer to the section of Fire Fighting Procedures. There are Dry Chemical Powder extinguishers located throughout the building.

The following details the types of extinguisher which may be found at the building/facility.

Powder Fire Extinguishers (ABE)

The Powder Fire Extinguisher ABE, distinguished by a white coloured band around the top of the cylinder, is the most widely used type of fire extinguisher suited for fires occurring in the house, boat, garage, car or caravan.






They discharge a fine powder that absorbs fuel molecules, depriving the fire of a fuel source. Powder Fire Extinguishers are available in a range of sizes for domestic and industrial situations including a 4.5kg models.

Suitable for:

Class A – Paper, textiles, wood, most plastics and rubber

Class B – Flammable liquids

Class E – Electrically energised equipment

Classes of Fire:	A	B	C	E	F
					
	Wood, Paper & Plastic	Flammable & Combustible Liquids	Flammable Gasses	Energised Electrical Equipment	Cooking Oils & Fats

APPENDIX D

Food and Kitchen Hygiene

What are the key steps to preventing food-borne illnesses?

The key steps are:

1. Clean – keep yourself and work areas clean
2. Separate – keep raw meat and other raw animal products away from other foods.
3. Cook – always properly cook and prepare foods.
4. Chill – store foods appropriately both before and after cooking.

What are ways to keep you and work areas clean when handling food?

Poor cleaning and personal hygiene habits/practices can cause food contamination, food poisoning, and spread of infection.

- i. Wash hands before performing the next job function after touching other food, and after smoking, chewing tobacco, eating and drinking, taking out the garbage, changing diapers, touching body parts such as the mouth or going to the washroom.
- ii. Wash hands before and after handling raw food, especially meat and poultry.
- iii. Report immediately any symptoms of illness or infection to your supervisor. It may not be appropriate for you to handle food while you are sick.
- iv. Cover any cuts with a bandage and wear clean gloves. However, do not wear rubber or latex gloves near open flames or other heat sources. Gloves may melt or catch fire. Change gloves if you touch anything that would normally require you to wash your hands.
- v. Wear hair nets to help prevent loose hair from falling on food. The average person loses about 50 hairs per day.
- vi. Use tools or utensils to serve food whenever possible. Touch food with your hands as little as possible.
- vii Use a clean spoon each time you taste or sample food.
- viii. Touch only the handles of flatware/utensils when setting the table.
- ix. Do NOT wear jewellery in food preparation areas, especially rings; they may collect dirt or bacteria and make it harder to clean your hands. Similarly, keep nails trimmed short and do not wear nail polish.
- x. Do NOT use aprons to dry your hands.
- xi. Do NOT smoke in food preparation areas.
- xii. Use good cleaning and storage techniques to reduce the chance of food borne illnesses. The highest levels of contamination are found in areas that are damp, such as kitchen sponges, dishcloths, sink drains, and faucet handles.
- xiii. Maintain the general cleanliness of the kitchen by:
 - Disposing of food scraps properly and removing crumbs.

- Wiping counters clean with soap and water and sanitize with a disinfectant.
- Sweeping and wet mopping floors to remove food.
- Cleaning all surfaces, including counter tops, faucets, handles and knobs, refrigerator handles, stoves/ovens, other appliances, etc.

xiv. Do not store garbage in the food preparation area. If possible, store garbage in a cold place to prevent bacteria growth and pest infestation.

xv. Inspect kitchen for signs of microbiological growth such as mould, slime, and fungi. Clean the affected area appropriately.

xvi. Inspect the kitchen for any plumbing leaks. Notify your supervisor to get it repaired.

xvii. Choose an effective cleaning agent or disinfectant for the job. Most cleaning can be done using water and soap. Some resources will recommend disinfecting with bleach. While bleach is an effective disinfectant, it must be used with care. To sanitize, clean with 5mL (1 tsp) of bleach in 750 mL (3 cups) of water in a labelled spray bottle.

xviii. Make sure that cleaning equipment and materials are conveniently located close to where they are needed.

xix. Launder dishcloths, aprons and towels by using a washing machine.

xx. Clean the food storage area regularly where dry goods, pasta, rice, canned foods, and cereals are stored to prevent build-up of crumbs and other pieces of food.

What are ways to keep foods separated?

To reduce the chances of cross contamination, you should also:

i. Always use separate cutting boards for raw meat. Cutting boards of either plastic or wood are acceptable. Plastic can be cleaned in a dishwasher. Both types should be disinfected regularly.

ii. Wipe raw meat, fish or poultry juices using paper towels and then throw out these paper towels. DO NOT REUSE wash cloths after wiping countertops, especially after cleaning up raw meat juice until the cloths have been appropriately laundered.

iii. DO NOT REUSE any container or bowl that has held raw foods, especially raw meat and poultry, until it has been thoroughly cleaned.

iv. Wash, rinse, and sanitize cutting boards, utensils, and food probe thermometers before re-using.

v. Wash the lids of canned foods before opening to keep dirt from getting into the contents. Clean the can opener after each use.

vi. Store food packages on plates so that their juices do not drip on work surfaces or other food. Place on lower shelves to prevent further contamination.

vii. Never put cooked food on a plate, cutting board, or a surface that was used for raw meat, poultry, seafood, or eggs without having the surfaces cleaned first.

What are tips for cooking food and to make sure your cooked food is safe?

To reduce bacteria growth:

- i. Thaw food by using the refrigerator, microwave, oven, or by placing sealed packages in cold running water. Never thaw food on the kitchen counter. The outer layers will warm before the inside thaws. Bacteria will grow in these conditions.
- ii. Cook meats to the recommended temperature. Use a clean food probe thermometer.
- iii. Wash fruits and vegetables in running water before preparing, cooking, or eating. It is not necessary to use soap or specialty produce cleaners.
- iv. Serve hot food while hot, or put it in the fridge or freezer as soon as possible once cooled (within two hours of preparation).
- v. Never leave food out for more than two hours, including cut fruits and vegetables.
- vi. Use clean dishes and utensils to serve food. Never use the same ones you used when preparing raw food.
- vii. Keep food on ice or serve it on platters from the refrigerator.
- viii. Divide hot party food into smaller serving platters. Keep platters refrigerated until it's time to warm them up for serving.

What are ways to chill and store food?

Always:

- Keep cooked food warmer than 60°C (140°F) or at 4°C (40°F) or cooler.
- Keep the refrigerator set at 4°C (40°F). If you are unsure of its temperature, use a thermometer and adjust the temperature control as required.
- Keep frozen food at -18°C (0°F) or less. This temperature stops bacterial growth, although it may not kill all bacteria already present before freezing.
-

Other food storage tips include:

- Put groceries that require refrigeration or freezing in the refrigerator or freezer away as soon as possible after they are purchased.
-
- Consider using insulated bags during warmer months when transporting food.
- Clean the refrigerator and freezer regularly to remove spoiled foods that may transfer bacteria or moulds to other food.
- Do not keep foods too long. Use a dating system to make sure foods are used before their expiry date.
- Do not overstock the refrigerator. Allow the air to circulate freely, which will help keep food cool more effectively.
- Pack lunches in insulated carriers with a cold pack. Do not store the lunch container in direct sun or on a warm radiator.
- If using a cooler box (esky) at functions, keep it cold by using ice or ice packs. Keep the cooler out of direct sunlight. Open the cooler as little as possible. It may be helpful to use a separate cooler for drinks if you will open the cooler for drinks more often.

What are tips to help prevent pest infestations?

- Refuse shipments in which you find pests, such as cockroaches (their egg cases) or mice.
- Remove garbage regularly and properly.
- Keep garbage tightly covered so it does not attract pests.
- Store recyclables as far from your building as local by-laws allow.
- Store all food and supplies away from walls and floors.
- Maintain food storage areas at 50 percent or less humidity. Low humidity helps keep cockroach eggs from hatching.
- Refrigerate foods, such as cocoa, powdered milk, and nuts, that attract insects.
- Keep the equipment used for cleaning dry.
- Clean and sanitize your work area thoroughly after each use.

Are there laws or regulations that apply to when preparing food for the public?

Yes. Wherever food is manufactured, processed, stored, handled, displayed, distributed, sold, or offered for sale, it is important to check with both your local jurisdiction (province or territory) and municipality to find out what laws apply. These rules apply to catering and temporary food events as well. Food safety is enforced by public health inspectors. In some areas, persons handling food may also need a food handling certificate.

APPENDIX E

Safe Use of Chemicals

- AMSA strongly recommends that Men's Shed avoid or minimise the exposure/use of harmful chemicals if possible. Chemicals that are stored at the Men's Shed need to be done in accordance with the supplier's instructions that are set out in a Material Safety Data Sheet (MSDS).
- An MSDS needs to be on-site for each chemical and members that use it need to be made aware of the MSDS and be required to read it prior to usage.
- Of particular importance is the safe use of the chemical, its storage and disposal of waste. All members, who use the chemical, need to follow the applicable instructions.
- All chemicals, where possible, need to have the packaging/labelling prominently displayed on the container to ensure that the chance of confusion about the contents is minimised.
- If a member has any doubts about a chemical, how to use it safely, store it or dispose of it, he need to access the MSDS file to find the answer. If necessary, he should also ask another member if he is still unsure.
- AMSA recommends that all sheds obtain and file an MSDS for all chemicals and dangerous goods that are stored in /used by the Shed.

As an example, a MSDS for mineral turpentine can be viewed at:
<https://diggersaustralia.com.au/wp-content/uploads/sds/16010%20-%20Diggers%20Mineral%20Turpentine%20v2.4.pdf>

For more detailed information, AMSA suggests that you visit the Australian Government Department of Environment & Heritage website:
http://apps5a.ris.environment.gov.au/pubgate/cig_public!/CIGPPUBLIC.pStart

This website is designed to help you find relevant information about chemicals as quickly and easily as possible, the information has been arranged into topics to help focus your search or you can use the 'search' facility.

Chemical Spills

Men's Sheds need to be aware that disposal of waste chemicals can be a little more complex than simply tossing them in the rubbish. Please read and follow any disposal instructions listed on the container.

Common spills might involve the spillage of fuel. Small amounts can be treated locally but if a sizeable amount is lost then it should be reported in the first instance to the Emergency Number 000. Serious spills can be a fire and pollution risk.

APPENDIX F

RISK MANAGEMENT

If a risk is considered serious, then it needs to be managed with the aim of minimizing either the likelihood or the consequence of an event happening.

Some risks can be managed using practical measures. For example, the risk of burglary can be managed by locking up portable power tools and other valuables in a tool cage and having a back to base alarm fitted.

It may be difficult to manage the likelihood of a fire happening in a Men's Shed but the consequence can be managed by Emergency Procedures and adequate insurances.

The risk assessment of a Men's Shed would consider many kind of events that could happen and threaten the operation of the Shed, its financial status or the health & safety of people including members, contractors, mentored children / adolescents, and other visitors.

The management aspect deals with actions needed to reduce risk to an acceptable level.

Actions also need to be managed by assigning tasks and resources to fix problem areas.

All Men's Sheds need to regularly assess the risk and ensure action plans are implemented and working properly to reduce risk.

If you need assistance, contact AMSA by email at amsa@mensshed.net

Risk Management Processes for Health & Safety

STEP 1 - Spot the Risk

The first step is to walk around your Men's Shed and find the obvious things that could put the health or safety of anyone in danger.

A Risk is anything that has the potential to cause injury, illness or damage to your own or someone else's health.

Some of the risks you will be able to fix straight away by picking up a lead that may cause someone to trip, cleaning up a spill on the floor or moving a frequently used item onto a lower shelf.

There are a number of other ways to find risks in your workplace, including:

- Look at each task members do. Look for any risks associated with these tasks
- Talk to the members - the people who do the job regularly are the best people to tell you about any risks associated with their work. Ask members which tasks cause problems or make them concerned. Members may also have had reports from members about particular tasks they've had problems with, but not passed on.
- Use safety checklists - checklists are a good way to help you identify some of the common risks that can be found in the Men's Shed. Please note that these checklists are generic and should be adapted to suit your own needs.

- Review manufacturers' information - review the information available from designers or manufacturers, including Material Safety Data Sheets (MSDS) and product labels. Examples of MSDS forms are available on the AMSA website.

- Check injury records and incident reports - by looking at your injury records, you'll be able to get a good idea of what is causing your members' injuries. You should also check your register of health and safety problems and records of near-misses.

A more systematic approach can be undertaken by using a **Risk Assessment Sheet**.

Under the 'Spot the risk' column, write down the name of the task you are reviewing in the 'Identify the work task or activity' column.

You may even want to break down each of these work tasks into the steps involved in it, from start to end.

If you decide to do this, identify all the steps involved by asking "What happens first?" and then "What do you do next?"

In the "What are the risks associated with each activity" column, write down all the risks you can find.

The **Risk Analysis Thinking Prompts** can help.

STEP 2 - Assess the Risk

When the risks are identified, the level of risk needs to be established.

We need to identify the likelihood of a risk causing injury, illness or damage to your health. The list of risks may be surprisingly long, with some posing more safety risks than others.

It is necessary to work out which risks are more serious than others, so that they can be dealt with first. To assess the risk associated with each threat, ask these questions.

1. What is the potential impact of the risk?

- How severe could an injury or illness be?
- What is the worst possible damage the risk could cause to someone's health?
- Would it require simple first aid only? Or cause permanent ill health or disability? Or could it kill?

2. How likely is the risk to cause someone harm?

- Could it happen at any time or would it be a rare event?
- How frequently are workers exposed to the risk?
-

Answering these questions will help you assess the risk level: whether it is a low risk, moderate risk, significant risk or high risk.

Potential Impact Of Risk	Likelihood that Risk would cause an Accident				
	Almost Certain	Likely	Moderate	Unlikely	Rare
Insignificant	<i>Significant</i>	<i>Moderate</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>
Minor	<i>Significant</i>	<i>Significant</i>	<i>Moderate</i>	<i>Low</i>	<i>Low</i>
Moderate	<i>High</i>	<i>Significant</i>	<i>Significant</i>	<i>Moderate</i>	<i>Moderate</i>
Major	<i>High</i>	<i>High</i>	<i>High</i>	<i>Significant</i>	<i>Significant</i>
Catastrophic	<i>High</i>	<i>High</i>	<i>High</i>	<i>High</i>	<i>Significant</i>

Identify the Potential impact of Risk

<i>Insignificant</i>	No injuries, low financial loss
<i>Minor</i>	Simple First aid treatment, medium financial loss
<i>Moderate</i>	Significant First aid treatment, high financial loss
<i>Major</i>	Extensive injuries, loss of production capability, major financial loss
<i>Catastrophic</i>	Death, huge financial loss

Assess the Likelihood that the Risk would cause an accident

<i>Almost certain</i>	The event is expected to occur in most circumstances
<i>Likely</i>	The event will probably occur in most circumstances
<i>Moderate</i>	The event should occur at some time
<i>Unlikely</i>	The event could occur at some time
<i>Rare</i>	The event may occur only in exceptional circumstances

Action required to eliminate the Risk

<i>High</i>	High Risk - act immediately to take steps to Fix the Problem
<i>Significant</i>	Significant risk - act immediately to take steps to Fix the Problem
<i>Moderate</i>	Moderate risk - act as soon as practicable
<i>Low</i>	Low risk -manage by routine procedures and reassess within designated timeframe

STEP 3 - Fix the Problem

When a threat is spotted and the risk assessed, ways need to be developed to fix them. This is known as **Risk Control**, and is the third step.

You should always aim to remove a risk completely from the Men's Shed. Where this isn't practical, you should work through the other alternatives systematically. Working through risks in this way is known as the hierarchy of control. Sometimes more than one control measure should be used to reduce the exposure to risks.

Control Measures

1. Eliminate the risk.

For example, repair damaged equipment; use a lifting machine to do the lifting in the workplace; stop using a dangerous chemical.

If this is not practical, then:

2. Substitute the risk with a safer alternative.

For example, break larger loads down into smaller, lighter loads; use a less toxic chemical. If this is not practical, then:

3. Isolate the risk.

For example, install barriers to restrict access to risky work areas or machines; use chemicals in a safe dedicated work area.

The size of a Men's Shed is a major consideration for a safe work environment, but it is difficult to find hard and fast rules. The overriding concern is for a safe workplace.

A typical Government workspace is at least 1.8 sq metres, however, to allow for general movement, there must be a minimum of 2.3 sq metres of additional / unused space for each person working in the area. The spare space can include meeting rooms etc.

In Men's Sheds it is important for safety reasons not to squeeze too much into a space to comply with safe work regulations.

The foregoing measures may be regarded as minimums but common sense regarding the Men's Shed's activity need to also be a prime factor when arranging the space needs and safe layout for each Shed.

Another good idea inside the work area of the Shed is to paint yellow lines on the floor to mark out where things may or not be stored and where people may or not walk.

If this is not practical, then:

4. Use engineering controls.

For example, place guards on dangerous parts of machinery; use a trolley to move heavy loads; explore use of localized extraction systems.

If this is not practical, then:

5. Use administrative controls.

For example: have clear safety notices on machines; change work practices and organization; rotate jobs to reduce the time spent on any single task; train members in safe work procedures; carry out routine maintenance of equipment.

If this is not practical, then:

6. Use personal protective equipment (PPE).

For example, provide workers with PPE such as gloves, masks or ear muffs and train them to use PPE correctly.

Finding safety solutions

There are many ways to find safety solutions.

- At regular toolbox meetings, ask members for their ideas. They may already see safer ways to do things.
- Look at the information available from designers or manufacturers, including Material Safety Data Sheets (MSDS) and product labels.
- Talk to other Men's Sheds. Get help from any associations or groups involved in similar functions. They may have seen the problem before and know how to fix it.
- Consult a professional OHS specialist
- Talk to AMSA.

STEP 4 - Evaluate Results

Risk management is not a one-off event - it is an ongoing process. Once you have identified the threats, assessed their risk and fixed them, you need to follow up with the fourth step of the risk management process 'Evaluate results'.

Evaluation is an important step in the risk management process. After you think that you have fixed the problem, find out whether the changes have been effective.

It is useful to think through the steps again to ensure no new risks have arisen.

Talk to your members. Ask these questions:

- Are the changes making a difference?
- What do your members think?
- Will the solutions reduce risks and prevent injury or illness?
- Do they create new risks or increase the risk of existing ones?
- Any ways to make further improvement?

Set a date to re-evaluate the task, choosing a timeframe appropriate to the task and the risk involved.

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Appendices 3 RISK ASSESSMENT SHEET

Location:							
Name of person conducting assessment:							
Date:							
Spot the Risk		Assess the Risk		Fix the Problem		Evaluate Results	
Identify the work task or activity	What are the risks with each activity?	Is the associated risk low, moderate, significant or high?	If the risk is unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Repeat assessment. Are Risk levels now acceptable?	Revised risk level

RISK ANALYSIS THINKING PROMPTS

<p>Physical Noise Vibration Radiation Unguarded equipment Machinery/plant Apparatus Storage Traffic Electrical Lighting Heat Air Cold Wet Damp Flow Dust Tripping Cutting Crushing Height Falling Clutter Sharp Edges</p> <p>Work Environment Security Access/Egress Perimeter Evacuation Emergencies Space</p>	<p>Ergonomic Workplace design/layout Manual handling and lifting Repetitive actions Use of tools/equipment</p> <p>Biological Bacterial Viruses (HIV, Hepatitis) Fungus Insect/Snake bites Organic dusts (wheat) Allergies</p> <p>Chemical Vapours Fumes Flammability Explosive Direct contact Oxygen Toxic Corrosive Powder Containment</p> <p>Buildings Brickwork Roof Timber Structures Gutters Glass Fencing Uneven Ground Taps and Toilets</p>
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APPENDIX G

The Australian Men's Shed Association Policy Statement - Working with Children

Introduction

This document outlines the Australian Men's Shed Association (AMSA) policy guidelines for any

Men's Shed that has children and/or young people attending. In this document the terms 'abuse' and 'neglect' refer to:

- Sexual abuse
- Physical abuse
- Emotional or psychological abuse
- Bullying
- Neglect
- Systems abuse

Policy Statement

Many Men's Sheds across Australia are involved in mentoring/intergenerational programs. In order to keep children and young people safe whilst accessing Men's Sheds, AMSA is committed to protecting children and young people from abuse and neglect. We promote an organisational culture within Men's Sheds that:

- Safeguard children and young people
- Provide Men's Sheds with information about training that enable members and volunteers to become skilled in protecting children and young people.

Objectives

i. **A commitment to safeguarding children**

Through this statement, the Australian Men's Shed Association (AMSA) documents its clear commitment to safeguarding children and young people.

ii. **Personnel roles and conduct**

AMSA encourages all Men's Sheds who have a role in mentoring children to ensure that each person involved in the Shed operations understands their role and the behaviour expected in safeguarding children and young people.

iii. **Recruitment and screening practices**

AMSA encourages all Men's Sheds to have appropriate measures in place to minimise the likelihood that the Men's Shed engages any paid person who is unsuitable to work with children or young people.

iv. **Personnel induction and training**

AMSA encourages all Men's Sheds to have induction, education and training programmes as a vital part of our commitment to safeguarding children and young people.

v. **Involving children, parents and schools**

In developing a safe, inclusive and supportive environment AMSA encourages involvement and communication with children, young people, their parents and their school or referring agency.

We encourage parental and school involvement and behaviour that helps to protect children and young people.

vi. **Child abuse reports and allegations**

AMSA encourages each Men's Shed to have measures in place to ensure that all those people who work with children and young people understand their responsibility to report possible abuse or neglect and understand the reporting procedures.

vii. Supporting a child-safe culture

AMSA encourages each Men's Shed to have measures in place to ensure that all those members who work with children and young people understand their responsibility to report possible abuse or neglect and understand the reporting procedures.

viii. Protecting Men's Shed Members

AMSA recognises that by following child safe measures the likelihood of false accusations against any 'shedder' is minimised and therefore adds extra protection for members.

Principles

AMSA encourages each Men's Shed to undertake the principles of this Policy which are to:

- Respect and support the rights of children and young people and be committed to their safety, welfare and wellbeing. In so doing sheds recognise that children and young people have a right to be safe from abuse and neglect.
- Have a responsibility and Duty of Care to ensure all children and young people who access a Men's Shed are kept safe from abuse and neglect at all times.
- Be proactive in ensuring all possible measures and systems are in place to prevent abuse and neglect of children and young people occurring.
- Have strong organisational processes in place that continually monitor how each Men's Shed is doing in keeping children and young people safe from abuse and neglect.
- Act decisively and take appropriate action, using clear policy directions, where and when a Men's Shed finds any abuse or neglect of children and young people has occurred or been alleged in any of the Men's Shed programs.
- Be prepared to devote whatever skills and resources are appropriate to ensure that shed systems work effectively to prevent and act against the occurrence of abuse and neglect of children and young people.

Policies

AMSA encourages all Men's Sheds to have the following Guidelines in place:

- Whenever children/young people are present there will be a minimum of 2 shed members present (in visual sight of) in the same area/space.
- No child/young person is to be accompanied to the toilet/bathroom
- Men's Shed members should not have a relationship outside the Men's Shed with any child/young person who attends the Men's Shed (except where there is an existing relationship e.g. grandfather/grandchild)
- Men's Shed members should be vigilant for any suspicious interaction between a Shed members and a child/young person and, if noticed, report immediately to a member of the Management Committee and/or Shed Manager/Coordinator.
- All Shed members and volunteers are to be made aware of these policies.

Code of Conduct

AMSA encourages the following Code of Conduct is adopted and implemented:

Men's Shed members will:

- Follow the 'Working with Children and Young People Policy'.
- Treat children and young people with respect, listen and value their ideas and opinions
- Respect cultural, religious and political differences.
- Model appropriate adult behaviour.

- Listen to children and take action to protect their wellbeing.
- Report and act on any breaches of these standards of behaviour.
- Respect the privacy of children and their families by only disclosing information to people who have a need to know.

Men's Shed members will not:

- Seek to use children in any way to meet the needs of adults
- Use prejudice, oppressive behaviour or language with children
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves
- Develop 'special' relationships with specific children for our own needs
- Show favouritism through provision of gifts or inappropriate attention
- Have a relationship outside the Men's Shed with any child/young person who attends the Men's Shed (except where there is an existing relationship e.g. grandfather/grandchild).

'Working with Children' Checks

NB: Men's Sheds should refer to their individual State requirements and legislation in regards to the legal requirements regarding 'Working with Children' checks.

In Australia, State and Territory governments are responsible for the administration and operation of child protection services. Legislative Acts in each State and Territory govern the way such services are provided.

Men's Shed Management Committees are advised to contact their particular State/Territory Department to obtain guidance and advice.

Reporting

AMSA encourages Men's Sheds to consider that all members and volunteers in child-related interaction are mandatory reporters. They must report to the relevant government department any suspicion or knowledge of a risk of harm to a child or young person, provided they have become aware of the risk through their work with their Men's Shed:

- Unless the urgency of the situation precludes it, prior to making a risk of harm report, all members must discuss the risk of harm issue with their Shed Manager/Coordinator.
- When a Risk of Harm report is completed, a copy of the report must be provided to the:
 - o AMSA
 - o Relevant auspicing agency (if applicable)
 - o Men's Shed Manager/coordinator
 - o Men's Shed Management Committee.
- It is acceptable for a member to make a report jointly with their Men's Shed Committee and this will acquit the reporting obligations of both parties
- AMSA encourages Shed members and volunteers to undertake training in how to recognise the risk of harm to a child or young person. The relevant State Government Department may be able to support this.

'Reasonable grounds'

'Reasonable grounds' for making a report exist where:

- *A child tells you he/she has been abused or neglected.*

- *You witness omissions of care towards the child.*
- *Someone else tells you that a child has been abused or neglected (e.g. a relative, friend, sibling).*
- *You become aware of a situation where an adult's behaviour leads you to suspect that the child may be abused or neglected.*
- *You observe that the child has injuries or medical symptoms that could be consistent with physical or sexual abuse or neglect.*
- *A particular child's behaviour leads you to suspect that the child may be abused or neglected*
- *You observe abusive or neglectful behaviour by a caregiver towards a child.*
- *A child witnesses the abuse of another child or witnesses domestic violence.*
- *You have current concerns that the abuse or neglect may continue or be repeated.*

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APPENDIX H

ELECTRICAL SAFETY/TAGGING

Purpose: to ensure that all members are aware of the general guide for electrical safety.

Procedure Details

1.1 Installations

All electrical work must be done by properly licensed people. All electrical work undertaken onsite is required to be carried out in compliance with the relevant statutory Acts and regulations.

1.2 Portable Electrical Equipment

All portable electrical power tools used on site should be protected at all times by an approved earth leakage protection device.

All general purpose outlets (supply points) including outlets fitted to, or supplied from, portable or mobile generating equipment should be protected by an earth leakage protection device.

Members in charge of operations should ensure that all electrically powered tools, lamps, extension leads, transformers and other such equipment are:

- Readily identifiable
- Inspected prior to use
- Inspected, tested and tagged in accordance with the Code of Practice by a competent person at least every twelve (12) months.

Any powered item which has fallen into water or any other liquid should not be touched prior to it being safely isolated. The equipment should then be dried, tested and inspected before re-use.

Under no condition should anyone but a qualified electrician make repairs or modifications to any electrical equipment.

1.3 Defective Equipment

The Member in charge of operations has the authority to remove defective or dangerous equipment from use in the Men's Shed immediately without warning or notification. This applies to major defects and minor defects (e.g. poorly wired plugs and sockets with sheathing exposing internal wires). All defective equipment will be tagged 'Out of Service'

1.4 Extension Leads, Flexible Cords and Cables

Electrical extension leads, flexible cables and cords should be protected from damage at all times. Inside the Men's Shed, leads that are intended to be in place for an extended period of time should be secured at a height not less than 2.4 metres instead of cluttering the floor and posing a dangerous tripping and electrocution hazard.

APPENDIX I

SAFE USE OF LADDERS

The following precautions are to be implemented: when using ladders.

Setting Up

- Before use inspect the ladder for damage including ropes, pulleys and locking gear and DO NOT use if damaged
- Always place a ladder at a slope of 4 to 1 (75 degrees to the horizontal) and fix securely at top and bottom to prevent displacement/movement
- If used to access a work space or platform, the top of the ladder must extend one (1) metre above the platform or into the space
- Ladders MUST NOT be placed at a doorway unless the door is locked or guarded
- Ladders MUST NOT be placed against windows, electrical conductors or bus bars
- Ladders MUST NOT be set up on scaffolding or elevated work platforms to gain extra height.

Climbing Ladders

- Use both hands to ascend or descend
- Only one person is allowed on a ladder or steps at any one time
- DO NOT climb higher than the third rung from the top
- A second person needs to be on hand to steady the ladder or steps. AMSA recommends this person also wear a hard hat for protection against falling objects.
- All tools and materials which cannot be safely secured to the person's belt must be independently transferred or hoisted to the work location.

Working on Ladders

- All work is to be performed whilst facing the ladder
- Over-reaching is NOT PERMITTED
- The use of power tools on ladders is restricted to those tools which can be easily operated with one hand
- After use, store ladders in a dry, well ventilated space, protected from the weather and provide adequate horizontal support to prevent sagging.

APPENDIX J

QUARTERLY SAFETY AUDIT CHECKLIST

GENERAL ITEMS	Please tick one	
	YES	NO
1. Are the owned premises you occupy and major equipment insured (contact AMSA for insurance options)		
2. Have you or do you intend to lease premises or equipment?		
3. Are the entrances and emergency exits clearly marked?		
4. Do you regularly practice (at least every six months) fire drills / emergency evacuation?		
5. Are there procedures for dealing with fire/bomb threat / explosion/flood?		
6. Are members trained in the above procedures?		
7. Do you have a Men's Shed Health & Safety manual that is out of date?		
8. If a member or organisation hires a room / centre, do you check on the hirer's Public Liability Insurance?		
9. Has your Men's Shed been required to sign any form of indemnity in relation to the delivery of its services, hire of property or equipment, use of contractors, etc.?		
EQUIPMENT		
10. Have operators of equipment been trained in their use?		
11. Do you consider human differences in height, strength, allergies, etc. when allocating work tasks?		
12. Is personal protective equipment (PPE) always used by members in instructions/policies e.g. gloves, safety glasses, aprons, helmets?		
13. Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. kept in good order and replaced if they become faulty?		
14. Are hand tools such as knives, cooking tools, brushes, mops, hammers, saws, etc. checked monthly to ensure they are in good order?		
15. Are transport / special vehicles suited to the task and in a sound condition?		
16. Are ladders / steps used by volunteers - are they safe and sturdy and suited to the job?		
PEOPLE ISSUES		
17. Are members exposed to noise levels that interfere with normal speech level conversation?		
18. Is it possible that anyone working will be unable to hear alarms because of a disability or noise levels?		
19. Is noise protection equipment needed and available?		
20. For members whose disability is general knowledge, is adequate care taken to assist them? In instances where disabilities are to be held private - is privacy respected?		
21. Are enough members available to ensure transportation and outings are conducted with safety?		
22. Is anyone subject to substantial vibrations from the work they do for periods longer than 5 minutes? - full body vibration? - hand / arm vibrating?		
23. Is anyone exposed to excessive radiation from the sun, welding, x-ray? Do they wear protective equipment?		
24. Is lighting adequate to perform tasks safely?		
25. Is any medication administered to members on a routine basis? (prescription or non prescription)		

OPERATIONAL ISSUES		
26. Has anyone been trained in First Aid and holds a current certificate?		
27. Do you ensure that no advice is given to members by other members on subjects where members are not properly trained e.g. counselling, finance/Investments, medication, legal issues, building modifications?		
28. Have any members been involved in situations where they have been threatened or subjected to physical or verbal abuse at the Shed or whilst participating in Shed activities?		
29. Have there been any previous recorded incidents of physical or verbal abuse to members?		
30. Have there been any major incidents / injuries or near misses in the past quarter?		
31. Do members wear suitable clothing and footwear while providing services?		
32. Have you a policy / plan for Emergency management?		
33. Do you practice emergency evacuations / drills?		
34. Is any workspace a confined space that has inadequate air comfort (temperature, movement of air?)		
35. Are handrails fitted to stairs that need to be climbed by members?		
36. Are safe work practices encouraged?		
37. Does anyone have to handle harmful substances such as poisons, flammables (normally shown on labels)?		
38. Are they trained and use suitable equipment to handle and store harmful substances safely?		
39. Does your Shed maintain a Register of First Aid, incidents with equipment and near misses?		
40. Are all containers properly labelled so that contents and doses are not mistaken?		
41. Do members have access to communications equipment and contact numbers for emergencies?		
42. Do member records show home contact numbers in order to receive emergency information (e.g. about contaminated food) ?		
43. Is air conditioning plant checked periodically for Legionellosis?		
44. Has vermin / insect traces been found in the premises - particularly kitchens and storage areas?		
45. Has qualified pest control services been applied?		
46. Has any member complained about the need for counselling or stress in relation to the Men's Shed?		
47. Does anyone have a need to work in very confined spaces, where any body movement is very difficult?		
48. Have any of the members been injured or almost injured (near miss) in connection with any activity provided by your Men's Shed? (please list in the space below)		
Injuries/Near Misses		