

# HENLEY MENS SHED

## Health and Safety Document



April 2016

## Contents

Chapter	Page
1 Health and Safety Policy.....	3
2 Health and Safety Responsibilities.....	4
3 Hazard Management .....	5
4 Safety Information.....	7
5 Accident Management.....	9
6 Smoke-free Policy.....	10
7 ACC Entitlements and Rehabilitation.....	10
8 Contractor's Procedures.....	11
9 Emergency Procedure .....	11

Appendix 1: Hazard Identification & Control Worksheet

Appendix 2: The Tie Line Chart

Appendix 3: Accident Report Form and Register entry

Appendix 4: Accident / Incident Flow Chart

Appendix 5: Accident / Incident Investigation Report Form

Appendix 6: Serious Harm DOL Form

Appendix 7: Significant Hazard Register

This document was initially compiled through collaboration between Colin Shand and John Bush (June 2009 ~ April 2010) and will be updated as required.

[See front cover date for version]

## Henley Mens Shed - Health and Safety Policy

*This policy is part of a document that is intended to outline key safety and health considerations.*

***Through a joint approach and individual effort we propose to provide a safe facility for the users of the Mens Shed.***

Any law, standard or code of practice that could improve the safety and health will be considered and applied where appropriate.

It needs to be noted that there is no contractual arrangement existing between the Committee who manages the Men's Shed and those wishing to use the machinery, tools and equipment within the Shed. Those using the facilities do so in pursuit of leisure or hobby without any monetary gain or reward.

Therefore, the Health and Safety at Work Act will have limited application with regards to the activities at the Men's Shed given the absence of gain or reward for the people involved. But does impose a Duty of Care to the activities undertaken by volunteers (Members)

However, the Committee for the Mens Shed supports the following safety principles:

- Volunteer Supervisors will be assessed annually by an Accredited Industry Assessor, thereby establishing a standard of safety that others will be monitored against - "If I am safe, they are safe"
- Injuries are preventable.
- Accidents are to be reported to the Supervisor of the day and investigated to enable improvements to be considered.
- Individuals are encouraged to take a joint responsibility for ensuring their own and others' safety.
- Protective equipment is to be provided and used at the appropriate time.
- Users are to be informed of potential hazards and hazard controls.
- Individuals are to be assessed as to their experience and knowledge, allocated a colour rating, and instructions provided as necessary.
- Should a contractor be engaged to work at the Mens Shed that contractor will ensure the work activity does not affect those in the vicinity.

Name: Murray Campbell  
Date: 4 April 2016

Signature: [Signature]

## **2 Health and Safety Responsibilities**

### **2.1 Coordinator**

The Coordinator is responsible for ensuring:

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

### **2.2 Supervisors**

Supervisors have volunteered to support members and will:

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

### **2.3 Users**

Users of the machinery and equipment are responsible for:

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

### **2.4 Contractors**

Contractors are responsible for

- Advising their own staff of the hazards and emergency procedures.
- Complying with safe work practices at all times
- The safety of persons in or in the grounds of the Men's Shed
- Advising the Day Supervisor of the hazards that could arise during the course of the work and what precautions are necessary.

## 3 Hazard Management

### 3.1 Types of Hazard

Hazard management is a systematic process aimed to identify hazards that cause harm and in particular those significant hazards that are likely to cause serious injury.

Any uncontrolled hazard that is notified by a user is to be reported to the Coordinator immediately.

Each person must assess their own capabilities before using the tools and equipment and seek advice from the Coordinator or a Supervisor if necessary.

Hazards that cause serious injuries are termed significant hazards.

Once a significant hazard has been identified it needs to be listed in the hazard register attached.

Other information to be contained in the hazard register, as required by the Health and Safety in Employment Act, includes:

- Naming each significant hazard.
- Identifying the nature of the injury that could result from exposure to that hazard.
- Detailing the controls used to reduce the risk of injury, e.g. elimination, isolation or minimisation.
- Describing in specific detail any minimisation techniques used when minimisation is identified as the appropriate control.
- When assessing the environment, equipment or tasks for hazards there are usually, five generic classifications of hazards: physical, ergonomic, chemical, biological, and human factors:

**Physical hazards** may inflict injury via electric shock, crushing or lacerations, slipping, tripping and noise among others.

**Ergonomic hazards** arise when persons are adversely affected by the nature of the tasks performed, e.g., overusing a set of muscles when hand sanding or hammering or if lifting weights that are too heavy for an individual.

**Chemical hazards** could include lead paint, solvents, oils, or toxins used to control vermin. All chemicals need to have a material safety data sheet or similar

That identifies the particular hazard, necessary precautions and first aid measures.

**Biological hazards** could include insects, animals or viruses that adversely affect an individual's health. Given the nature of the activities within the Men's Shed it is thought that this form of hazard will have little application. However, those pursuing activities outdoors may need to consider allergies etc.

**Human Factors:** Actions by individuals can at times be hazardous especially if inexperienced, untrained or choose the wrong course of action. If drugs, alcohol and a lack of control are involved, this could have an impact upon others.

### 3.2 Controlling Hazards

Hazard controls consist of three methods in order of sequence:

**1st Step: Elimination:** the permanent removal of the hazard- If this is impracticable then the 2nd step is to be considered.

**2<sup>nd</sup> Step: Isolation:** achieved by limiting access to the hazard by barriers, or relocation the hazard to a safer location, or removing the people from the vicinity of the hazard. If these steps are impracticable, the 3<sup>rd</sup> step is to be considered.

**3rd Step: Minimisation:** may include the use of personal protective equipment, warning signs, information, training, supervision and monitoring.

Examples of personal protection that help minimise hazard include, masks, gloves, safety footwear, reflective vests and jackets, overalls and eye protectors.

Should a new hazard emerge or a method of controlling a hazard change, the Supervisor will arrange for the hazard register to be updated. The Coordinator will also arrange for the assessing of hazards and controls every 12 months to ensure existing hazard controls remain effective or any new hazard is identified.

The Coordinator along with Supervisors will be responsible for inducting and informing users of the hazards to which they could be exposed to in the course of their activity. The hazard register can be used as an induction-training tool.

Safety induction topics include:

- Individual responsibilities
- Accident reporting
- Hazards and the methods of control
- Emergency procedures

**The accuracy of assessing a hazard will largely depend on the assessor's experience and knowledge.**

The Risk Assessment Tool below may help as it considers four things:

- Is there a chance that the hazard could cause injury?
- What could be the extent of that injury?
- How many people could be affected?
- How frequently will people be exposed to the hazard?

The risk score outcome is then used to determine whether the hazard poses an immediate danger.

As well as considering acute injuries other injuries that evolve over time need to be considered. These slowly developing injuries are called gradual process injuries and include among others occupational overuse, hearing loss, stress, fatigue evolving from a range of activities across industries.

Once the degree of risk has been identified the acceptance of the risk will vary as one person could be risk averse compared to another e.g. some people enjoy bungee jumping while others who are scared of heights would never attempt it!

Irrespective of the risk taker's attitude, if there is a possibility that a person may be seriously harmed, the hazard must be controlled effectively.

## Risk Assessment Tool

The Tie Line method calls upon the assessment team to quantify the “Likelihood”, “Frequency” and degree of “Harm” that could/would be caused as a result of the individual hazards identified.

From which a hazard rating will be created and a priority allocated to each, determining those with greatest urgency.

LIKELIHOOD	EXPOSURE	HAZARD	HAZARD RATING
Very likely		Extremely serious	100
Quite possible	Very likely	Extremely serious	90
Possible	Occasionally	Extremely serious	80
Not likely	Monthly	Extremely serious	70
Slightly	Occasionally	Extremely serious	60
Occasionally	Daily	Extremely serious	50
Rarely	Continuously	Extremely serious	40
Unlikely		Extremely serious	30
Not possible		Extremely serious	20
		Extremely serious	10
		Extremely serious	0

Note: This score is only to be used to prioritise hazards so that those hazards posing the greatest danger can be controlled first.

## 4 Information

### 4.1 Induction

Information, training & monitoring are key components of any health and safety programme.

Do not assume that a qualified person or an experienced person knows the health and safety requirements.

The Day Supervisor will be responsible for informing users on the following topics:

- Health and safety procedures associated with the processes and machinery.
- Hazard and accident reporting.
- Emergency procedures.

Individuals are to be assessed by the Coordinator along with Supervisors as to their experience and knowledge, and instructions provided as necessary. The Shed management team has approved a means to visually identify those who may be in need of support and monitoring with their engagement with machinery.

Progressively a system of colour coding will be introduced, this will enable supervisors and members who do not know each other well, to gain a visual indication of someone else's level of competency when it comes to engagement with machinery & equipment.

This visual indicator will be attached to each individuals name tag.

#1 - Not yellow but gold



Designates Supervisors and trainers – these blokes are fully conversant and have been assessed in the safe use of particular pieces of machinery and equipment within the Shed, they have a background of experience to draw upon, and along with the Shed Coordinator will maintain standards of safety.

#2 - We will start with Green for WOOD



and/or Orange: for METAL



These colours mean they are a go to person to ask for tips & advice. They are conversant with the safe use of machinery and equipment in the Shed, and are a great bloke to have by your side.

#3 - A medium shade of Blue for WOOD



and/or Black:



for METAL

Blue indicates this person uses machinery and equipment in the Shed often, they do appreciate encouragement with the safe operation of various items, and will often be seen near a green or orange dot.

#4 - No colour on tag



Designates that person is not permitted to attempt to operate machinery and/or equipment in the Shed, this is for the safety of themselves and others. Persons in this category may request to be trained and evaluated to gain a colour rating (i.e. New members) or will be assisted by 1 & 2 above.

## 4.2 Safety Rules

**General safety rules** (as below) set the basic conduct in and around the Shed and can be found displayed on the inside walls of the shed.

### **HENLEY MEN'S SHED**

### **General Safety Rules**

**DO NOT USE POWER TOOLS OR MACHINERY UNTIL YOU HAVE BEEN TRAINED IN ITS USE**

1. Solid fully enclosed footwear must be worn in workshop area
2. Wear approved eye & ear protection where specified in equipment rules
3. Do not wear tie's, secure or remove loose clothing
4. Ensure guards' are in place and properly secured to machinery
5. Remove off cuts from the work area and place in the bin provided
6. Ensure you have adequate room to operate comfortably, including space on the infeed and outfeed sides of the machine
7. Before starting warn others nearby to prevent reaction to sudden noise
8. Ensure tools and workpiece are clear of moving parts/cutters before starting the machine
9. Allow the machine to get up to speed before proceeding to work
10. No material to be cut or machined with nails or concrete present
11. Should the machine/workpiece jam, turn off at the machine immediately and wait for the drive system to stop before making adjustments or removing the workpiece
12. Report any blunt cutters or blades, or problems with machines immediately
13. Always turn off at the machine not the wall switch, to prevent unexpected starts if someone else inadvertently operates the wall switch
14. Clean up your work area regularly
15. Show consideration for the person who will use the machine next
16. **IF YOU ARE UNSURE OF ANYTHING, ASK A SUPERVISOR FIRST**

**Machine safety rules** are additional to the general safety rules and are quite specific to the machines they are displayed on or near all pieces of machinery and are a prompt to users of the sequence of safety steps to be followed when using each particular item. However before first use on any machinery the Coordinator or Supervisor will explain the hazards, means to keep safe and the best practise method of usage.

**In all cases** if someone is in doubt about anything to do with the use of machinery & equipment – ASK a Supervisor, the Coordinator or someone with a green dot on their name tag.

## 5 Accident Management

### Accident Management Includes

- Reporting accidents
- Recording the accidents in the accident register
- Investigating how accidents occurred
- Identifying suitable hazard controls to prevent recurrence
- Evaluating hazard controls at regular intervals to ensure they remain effective

### Accident Reporting

Accidents can be separated into three categories depending on the level of harm that occurs:

- **Band-aid type injuries:** These are inconvenient type injuries such as a scratch or shallow cut that requires a band-aid. There is no need to report these accidents in the accident register.
- **Injuries that** require first aid: Injuries that require first aid from a qualified person need to be recorded in the register and investigated to determine if the hazard is significant.
- **Injuries requiring external medical treatment:** Injuries requiring hospital or specialist treatment need to be investigated. Although the Men's Shed is not covered by the Health and Safety In Employment Act, these accidents should be reported to the Department of Labour as the inspectors could identify alternative means of hazard control.

Should the Supervisor be advised of a serious injury the circumstances of the accident are to be investigated and the Management team provided with a report. If there is a need for specialist advice, the Committee may seek support locally if available. (A serious harm accident investigation report form and the DOL Serious Harm Notification are attached in the Appendices).

### Definition of Serious Harm

Under the HSE Act Schedule "Serious harm accidents" are defined as follows:

- Permanent loss of bodily function or temporary severe loss of bodily function\*
- Respiratory disease
- Noise induced hearing loss
- Neurological disease » Cancer
- Dermatological disease
- Communicable disease
- Musculoskeletal disease
- Illness caused by exposure to infected material
- Decompression sickness

- Poisoning
- Vision impairment
- Chemical or hot metal burn of the eye
- Penetrating wound of the eye
- Bone fracture
- Laceration
- Crushing
- Amputation
- Burns requiring referral to a specialist
- Loss of consciousness from lack of oxygen
- Acute illness due to ingestion/absorption of any substance
- Hospitalisation for more than 48 hours.

## **6 Smoke-free Policy**

Smoking is not permitted within the Men's Shed.

## **7 ACC Entitlements and Rehabilitation**

**ACC will make a decision whether to accept an injury claim or not based on information supplied by the medical practitioner. (A claimant may appeal a decision if it is not accepted.)**

### **ACC Entitlements**

If a person is injured and ACC accepts the claim, the person becomes eligible for certain entitlements and compensation depending on the circumstances.

In the case of the Men's Shed any accident to a user while at the Men's Shed will most likely be treated as a non work accident. (Recording the accident in the register will help support the user's ACC claim.)

### **Medical Treatment**

If a person seeks medical treatment, ACC may only pay a portion of the initial treatment cost while the injured person pays the balance.

Once a claim has been approved, ACC will meet the treatment and any vocational or social rehabilitation costs linked to the injury.

### **Lodging an ACC Claim**

A claimant must first visit a treatment provider because the treatment provider is the only one that can lodge an accident claim with ACC. An ACC treatment provider includes a medical or surgical specialist, general practitioner, physiotherapist, chiropractor, osteopath, occupational health nurse, and orthodontist. However, only a general practitioner or medical specialist can authorise a person to be off work.

### **ACC Rehabilitation**

The purpose of rehabilitation is to treat injured or ill persons to return them to as near their normal state of health as possible. Rehabilitation usually involves a number of people including the injured person, the treatment provider and ACC. This group identifies a rehabilitation plan with suitable goals and tasks to be achieved or performed depending on the nature of injuries sustained.

It will include the treatment of the injury, stages of recovery, exercises, tasks and social needs.

Every injured person is required to fully participate in the rehabilitation process.

## **8 Contractor's Procedure**

Contractors are to undertake the following steps:

- Ensure that their employees are fully trained and experienced, or if using trainees that they are under the constant supervision of an experienced person.
- Before commencing the contract, advise the Day Supervisor of any hazards and the safeguards.
- Report any accident including a near miss to the Day Supervisor.
- Supply personal protective equipment to their employees and ensure that the equipment is used appropriately.
- Not to sub-contract out the work unless approved by the Committee.
- Not to endanger any person in the vicinity during the course of the work.

## **9 Emergency Procedures**

Foreseeable emergencies likely to occur have been identified with unique emergency procedures developed and evaluated for each one. In the event of an emergency the procedures will insure any resultant injuries or trauma are avoided or minimized as far as possible.

The risk of being injured during an emergency is very low but these procedures should assist in an emergency.

Foreseeable emergencies affecting the users of the Men's Shed include;

- Accidents
- Fire
- Earthquake
- Storms
- Violence (possible but unlikely)

### **Accidents**

The Supervisor or person in the vicinity will assess the injury and arrange first aid and/or transport either to a medical centre or Masterton Hospital.

### **Fire**

In the case of smoke or fire, activate the nearest manual fire alarm and phone 111 and advise the controller of the situation and location of the emergency.

On hearing an evacuation alarm, check the area for others and assist them if necessary.

Turn off machinery or power supply switch.

Close any open windows or doors to limited the spread of the fire if considered safe to do so.

Do not fight a fire if you are likely to be endangered.

**Evacuate the building and go immediately to the assembly area located at the**

**rear of the car park.**

**Wait at the assembly point until the all clear is given to re-enter the building.**

## **Earthquake**

### **During a shake:**

- Turn off machinery or power supply switch.
- Move away from windows and outside walls
- Take cover under a bench, table or doorway
- Stay there until the shaking stops

### ***After the shake***

- Remain calm and attempt to calm others in the vicinity and provide assistance if required.
- Stay where you are unless there is obvious danger or directed otherwise.
- Expect aftershocks.
- If on personal medication keep a supply with you.

## **Storms**

Storms such as wind, flood and lightning are a likely source of harm. The Men's Shed is designed to withstand the effects of wind and lightning.

Contractors are required to ensure scaffolding and loose materials are secured around the building. Floods could affect the building but sufficient warning will enable persons to move to higher levels.

## **Violence**

It is possible but unlikely for violence to be an issue at the Men's Shed.

However, a person with criminal intent or under the influence of drugs or alcohol could enter the building at any time. If this is the case, evacuate if possible and contact the Police immediately.

If faced with an aggressive person and evasion is not possible:

- Obey the offender
- Display non-aggressive body language
- Avoid eye contact
- Adopt a passive stance
- Control your breathing
- Remain patient
- Keep your emotions under control and stay calm
- Try and avoid using the words "no" or "never"
- Listen and observe