

CENTRAL COAST WOODTURNERS CO;OP,LTD
GENERAL SAFETY RULES

Safety procedures are not just desirable, they are essential and must be adhered to at all times.

1. NO PERSONS ARE TO ENTER THE CLUBHOUSE WITHOUT SIGNING THE ATTENDANCE BOOK. Visitors must be accompanied by a club member. KEEP CHILDREN AWAY FROM MACHINERY.
2. WEAR CORRECT APPAREL – NO loose clothing, gloves, neckties, jewellery that could get caught in moving parts. Long hair should be tied back and protective covering to contain hair; likewise long beards should be contained.
3. ALWAYS USE EYE PROTECTION – FACE SHIELD AND OR SAFETY SPECTACLES MUST BE WORN. Note: every day spectacles do not have impact resistance.
4. DO NOT operate machine if DAMAGED or GUARDS MISSING.
5. KEEP GUARDS IN PLACE and in good working order.
6. Keep work area WELL ILLUMINATED.
7. Keep work area CLEAN – cluttered work areas, walkways and benches invite accidents.
8. REMOVE ADJUSTING KEYS and WRENCHES – form a habit of checking to see keys and adjusting wrenches are removed before starting machine.
9. USE THE RIGHT TOOL for the job – make sure the tool is sharp; there should be no need to force the tool into the job.
10. DO NOT FORCE material into a machine; blades or cutters may be BLUNT. Sharpen or replace blades or cutters as required.
11. SECURE WORK – use clamps or vice to hold work piece where practical, to free up your hands and enable you to work safely.
12. DON'T OVERREACH – keep proper footing and balance at all times.
13. DISCONNECT EQUIPEMENT FROM POWER SUPPLY BEFORE performing any repair or maintenance.
14. REDUCE RISK OF UNINTENTIONAL START – make sure the machine is turned off before connecting to power supply.
15. Ensure DIRECTION of ROTATION is CORRECT.
16. NEVER LEAVE A MACHINE RUNNING – TURN OFF. Do not leave machine until it comes to a complete STOP.
17. NOTIFY KEY HOLDER if there is a problem with a machine. If required will be taken out of service. Appropriate TAG and Power lock out until repaired. Repairs undertaken by Designated Maintenance Personnel.
18. Hearing and Dust protection to be used as required.

CENTRAL COAST WOODTURNERS CO;OP;LTD
SAFETY POLICY

APPLICATION; This policy applies to Central Coast Woodturners Co;Op;ltd (CCWT) Members, contractors and visitors whether at the clubhouse or carrying out activities for/or on behalf of CCWT.

POLICY; CCWT is committed to a goal of zero injuries and incidents. This will be achieved by.

- a. Working safely is a condition of membership and entry to CCWT clubhouse or activity.
- b. No shortcuts when it comes to safety.
- c. Safety is not compromised when purchasing or installing any equipment.
- d. Members take ownership of safety by not accepting unsafe behaviour.

RESPONSIBILITY; The CCWT Board and members are responsible for the safety of members, contractors, visitors and the public for ensuring compliance to all CCWT rules and relevant safety documentation.

In addition the following specific responsibilities are for
CCWT Board

- a. Establishing objectives for implementing Safe Policies to ensure continual improvement aimed at eliminating injury.
- b. Working with members to provide and maintain a safe work place
- c. Establishing a safety committee to implement the Safety Policy for CCWT.

CCWT Safety Committee

- a. Provision of written instructions (or other appropriate measures) where required to improve workplace safety.
- b. Review workplace installation and practices to suggest alterations to improve safety.
- c. Investigate injury or incidents and suggest improvements to further occurrences.

Members are responsible for

- a. Ensuring their own safety and the safety of others while involved with any CCWT activity by following any safety policies and workplace procedures and avoiding potentially dangerous activities.
- b. By reporting all accidents, incidents and potential hazards to CCWT Duty person or Safety committee immediately they become aware of them.

Prepared by; Safety committee

Reviewed by; CCWT

Approved by; CCWT

Safety procedures. Doc 4/7/2005.