

# BLACKALL RANGE WOODCRAFTERS GUILD INC

Office Copy

## SHED OPERATING AND SAFETY RULES

Name:.....

Membership No:.....

(Please Print)

1. I have read and understand the BRWG Code of Conduct.
2. No person who is not a financial member of BRWG is permitted to enter the workshop without the approval of the Shed Captain. Entry to the Office/Amenities area is permitted. Any visitor to the Shed is to be introduced to the Shed Captain.
3. No person is permitted to use any item of equipment or any tool without properly authorised and documented accreditation according to the BRWG Accreditation Policy.
4. BRWG equipment and tools are to be used only in accordance with the BRWG Accreditation Policy. Risk taking, carelessness or misuse of any item is prohibited.
5. The Shed Captain has sole discretion and decision-making authority for the daily operations of the shed and conduct of club members and visitors. Any appeal against any ruling is to be made to the President.
6. Any breakage, or requirement for repair, tool set up, replacement of consumables or relocation of any item of equipment is to be referred to the Shed Captain of the day. The Shed Captain will direct the action to be taken and by whom. There is no exception to this rule. A machine must be switched off and the power plug removed from its socket before any maintenance is undertaken.
7. If a member sees any person commit an act that could be considered risky, dangerous or not in accordance with the accreditation standards, he/she is to report the matter to the Shed Captain for action. The observer is not to intervene directly unless injury is immediately imminent.
8. No member is to take any item of equipment or any BRWG property from the Club premises without the approval of the Shed Captain or the President. The procedure for taking books, videos or DVDs from the library for home use must be followed and all items are to be signed in an out in the correct format.
9. All meeting fees and fees for equipment use, timber and other supplies are to be paid for at BRWG rates on the day. No IOU's are allowed or are to be noted in the day sheets.
10. Any work area occupied is to be cleaned up immediately work is completed, machines reset to nominal settings and tools returned to their correct locations.
11. Machines are to be turned off if the work place is left unoccupied for any time.
12. Items that might represent a slip or trip hazard are not to be left in access ways and walkways, and work in progress is to be safely stored leaving workstations clear.
13. Smoking is strictly prohibited throughout the premises.

Signed, understood and accepted by:.....

Date:.....