



BLACKALL RANGE WOODCRAFTERS GUILD INC

MACHINERY ACCREDITATION

The BRWG workshop contains several types of woodworking machines which, if not operated properly, could cause serious injury or death to the operator or bystanders. The Guild has a duty of care to protect members or visitors to the workshop from harm. The most effective means of meeting this responsibility is by ensuring all machine operators are competent in the use of machines and are fully aware of the associated hazards. The method used by BRWG to achieve this is by insisting on a BRWG code of practice known as the Machinery Accreditation System.

All BRWG members are to comply with the Machinery Accreditation System described below as a condition of membership. All applicants for membership are required to give an undertaking in writing that they accept and will follow these rules. A form of the undertaking is also at the top of each member's sheet in the Accreditation Register and each member must sign it.

Accreditation Basic Rules

NO person is to operate BRWG specified machinery without direct supervision unless he/she has been formally accredited on that machine.

A person is deemed to be formally accredited on a machine when he/she has passed a test administered by an authorized Accreditation officer *and* that Officer has signed the appropriate section of the member's Accreditation Sheet.

Even when accredited, members are expected to seek the help of an experienced operator:

- as they gain experience of the type of equipment or the particular machine,
- when they wish to use a technique with which they are not familiar, and
- when they have not used a machine recently and might have lost some proficiency.

Specified Machinery *(Refer Forms 03,04,08,20)*

BRWG Machinery requiring accreditation is grouped as shown below:

- **Yellow Group Machines.**

These are powerful machines with potential for most serious injury. To limit the opportunity for accidents and ensure competency levels remain high, only a selected few members are to be authorized to use these machines and accreditation testing is to be strictly controlled by relevant Accreditation Officers. These machines are:

- Holland horizontal bandsaw
- Chain saws

- **Red Group Machines.**

These are machines with potential to cause serious injury that would not usually be found in a home handyman's toolkit or workshop. Accreditation Officers are to conduct individual testing of Group 2 machines. These machines are:

- Table saws
- Panel saws
- Jointers

- **Orange Group Machines.**

- Band saws
- Compound mitre saws
- Planers/thicknessers
- Wood Wizz
- Router tables
- Bench drills and grinders
- Bench-mounted sanding equipment (drum sander, linisher, spindle sander and disc sander).
- Chisel mortiser
- Pop-up Docking Saw

- **Purple Group Machines.**

These are machines and tools with potential to cause injury, but which are commonly used by home handymen and with which many people have become familiar. Accreditation Officers may choose to conduct group testing on these machines, or to test individually depending on the experience level of candidates. They include:

- Circular saws
- Electric drills (including cordless drills)
- Hand-held routers and trimmers
- Biscuit jointers
- Belt and orbital sanders, including multi-disc orbital sander
- Angle grinders
- Scroll saws
- Domino
- Trimmer guillotine
- Pyrography burner
- Gifkins Dovetail jig
- Dowelling jig

- **Green Group Machines.**

- Lathes

Accreditation Officers

Accreditation Officers are appointed by the Committee of Management and act on behalf of the Guild. They can be appointed in two ways:

- **Trade Appointment:** The Committee appoints selected members to be Accreditation Officers in recognition of extensive trade experience.
- **BRWG Mentor System:** The Committee can appoint a member to be an Accreditation Officer after a period of guidance and assessment by a Mentor. A Mentor is an Accreditation Officer with considerable experience with a particular type of equipment who has been appointed by the Committee to assist in the development and assessment of Accreditation Officers.

The Committee appoints Accreditation Officers by assessing competence and acknowledging their appointment on the list of Accreditation Officers.

Accreditation Register

The Accreditation Register contains details of the accreditation status of each member. It contains a copy of this policy, together with an Accreditation Sheet for each member. Each Accreditation Sheet contains the following details:

- Member's name
- Undertaking to comply with the Accreditation System (to be signed on joining)
- A list of the Specified Machinery
- Columns for the date of successful testing for each machine, and the signature of the Accreditation Officer who conducted the test

It is a joint responsibility for the member and the Accreditation Officer to ensure his/her accreditation sheet is correct and up to date.

It is also the responsibility of the Accreditation Officer to record each new accreditation in the central register of accreditations. Such a register shall be tabled at each Management Committee meeting and noted in the minutes of that meeting.

Accreditation Monthly Summary Recording:

To monitor the member's accreditation progress, it is required that each accreditation achieved during the month shall be recorded in a central register, kept in the office adjacent to members records. Such record will be monitored monthly by the Management Committee in accessing the effectiveness of the process. The completion of this record shall be the responsibility of the Accreditation Officer.

Direct Supervision

When a member has not yet undertaken an accreditation test on a particular machine, he/she may be permitted to operate that machine under the direct supervision and guidance of an Accreditation Officer or other authorised member. This is good preparation for the formal accreditation process. The term 'direct supervision' means that the supervisor is present throughout the setting up, conduct and completion of the operation, including resetting the machine to nominal settings afterwards if required.

Arranging Accreditation

A member can approach an Accreditation Officer at any time to arrange ad hoc accreditation, subject to mutual agreement. If an Accreditation Officer is not available, arrangements should be made by the member with an accreditation Officer for a time mutually agreed on.

The Accreditation Process

When seeking accreditation on a machine, members should:

- Prepare by reading the Operators Manual and BRWG Equipment Training Package for the machine, and watching VCR/DVD material to gain a good understanding of the machine, with particular attention to hazards and safety measures
- Observe experienced members operating the machine, and ask questions
- Make an appointment with an Accreditation Officer for the machine and discuss previous experience
- Attend the accreditation session and observe, listen, ask questions and practice on the machine
- Undertake an accreditation test
- Record details on the member's Accreditation Register and arrange for the Accreditation Officer to sign the entry.

The Accreditation Withdrawal Process:

In certain circumstances the Guild may deem necessary one of the following actions with regards to a member's accreditation status:

- a) The withdrawal of specific accreditation held by a member;
- b) The withdrawal of all equipment accreditation held by the member;
- c) Temporary suspension of a nominated time frame of equipment accreditation.

Such action will be deemed necessary if:

- The member is using machinery while intoxicated or under the influence of drugs.
- The member is continually using equipment in an unsafe manner and has prior instructions to desist.
- The member is continually using equipment in a manner, which could result in damage to the equipment.
- The member is in a state of impairment that he/she may cause injury to themselves or other members.

As the Management Committee comprises six members, a majority vote will be required in favour of withdrawal of accreditation or temporary suspension.

The Management committee is responsible for determining the pathway for the member's reinstatement if deemed appropriate.

The member shall be notified in writing of the Management Committee's decision.

The member has the right of appeal to the Management Committee. An appeal by the member should be in writing and will be dealt with at a special meeting of the management Committee with the member in attendance. The member will be required to demonstrate to the Committee sufficient why the decision should be reversed.