



RCMS Policy

Workshop Rules & Conditions

Revised October 2019 by the RCMS Management Committee

No person is to enter and remain in the Workshop unless he or she is a current financial member of the Regency Community Men's Shed. A valid name tag with a valid coloured dot must be worn at all times to identify members with insurance coverage.

Visitors will be exempted and permitted entry only when all powered machines and tools are turned off and the visitor is accompanied by a committee person or manager.

- ❖ Alcohol, smoking, explosives, weapons and recreational drugs are banned from all workshops and surrounding areas.
 - ❖ No person may use workshop equipment alone - there must always be a supervisor present if using equipment. Single occupancy whilst opening the workshop, having a coffee etc or working at the supervisor's desk is permitted).
 - ❖ Covered footwear must be worn at all times in all workshops.
 - ❖ Protective eyewear, ear protectors and headgear must be worn at all times in accordance with the safe working practices for any machine or piece of equipment.
 - ❖ Personal tools and equipment can only be brought into the workshop by with specific approval of a Supervisor.
 - ❖ Tools and equipment may NOT be borrowed from any Workshop
 - ❖ Any person wishing to use a powered or non-powered machine must have first completed the safety training for the relevant machine
 - ❖ No person may use a powered machine unless a nominated Workshop Supervisor is present in the Workshop.
 - ❖ If a personal accident occurs, ALL powered equipment in the Workshop must be immediately shut down.
Any injured person must be treated immediately, the assistance of a third person must be sought, the Safety or First Aid officer must be advised and the details of the incident must eventually be recorded in the Workshop's Log Book
 - ❖ All damage to equipment must be reported to a Workshop Supervisor and recorded in the Workshop's Log Book
 - ❖ The workshop must be kept clean and tidy at all times, at the end of each day **please**
 - Ensure benches are cleared (exception by request to supervisor)
 - sweep the floor
 - put all tools away
 - store all hazardous material in the appropriate location
 - store all unused raw material
 - put incomplete and complete projects in the appropriate storage area
 - switch off all electrical equipment
 - switch off all lights
 - lock all doors
-

It is YOUR responsibility to assist us to maintain a safe and secure environment in all of our Workshop Areas. You can help by reporting anything that you see is unsafe or a hazard, or a workshop practice that is a threat to the safety of members.