



RCMS Policy

Facilities and Equipment Maintenance

INTRODUCTION

The Workshop and Safety & Security Managers have joint responsibility for ensuring that we operate in a safe environment and we are fully protected from any potential dangers due to faulty systems and/or equipment.

As a member of the Shed, you also share this responsibility and you are expected to assist the Managers to meet these objectives.

ELECTRICAL EQUIPMENT

All equipment that uses the 240 volt mains supply **MUST** have a valid test tag attached.

Tests will be carried out each year and as new equipment is received.

Our authorized test agent is ...

Faulty equipment must be clearly labelled that it must not be used until it has been repaired by an authorized person. This also applies to potentially faulty items such as cables or appliance chords that show signs of excessive wear, machines that don't always start correctly or emit a smell when operating or appear to be overheated.

If an item is deemed to be faulty, details of the item and the apparent problem must be entered in the Workshop log book.

MECHANICAL MACHINES AND EQUIPMENT

These items must be inspected at least once each year with particular attention being paid to the correct operation of all user protection systems, guards, interlocks, warning lights & sound systems and to the general state of the machine (cleanliness, need for lubrication, sharpness of cutting edges, etc.)

An EQUIPMENT log book will be kept for all equipment and machines so that we have a record of faults and maintenance. The log book is located

FACILITIES

We should all strive to make the Workshop a "show piece", an area that is clean and tidy and that all members are proud of.

Workshop Supervisor will make sure that the work areas (benches, floor, machine surfaces, etc.) are cleaned at the end of each session. As a member, you are expected to be actively involved in this process.

Since the kitchen is also part of the Workshop area, it must be included in the cleanup. This includes making sure that all utensils are clean and stored. Tea, coffee, sugar and other food items must also be stored correctly in a closed container.

Hand tools and all other small powered tools must be stored in their appointed locations when they are no longer required and at the end of each session.

Batteries that are used in hand tools should be correctly stored OR set for recharge when no longer needed.

Finally, when you are finished each day, remember to put the broom away and empty the rubbish bins.

It's the little things that really count.

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.