



RCMS Policy

Use of Personal Equipment

Revised 1 November 2020 by the RCMS Management Committee

As a general rule, members should NOT bring into the shed any tools, machinery or other equipment or electrical and electronic devices unless they are intended as a donation to the Shed.

All electrical and electronic items in the Shed are "tagged", indicating that they have been tested by an authorized electrician and are safe to be used in the Shed.

All mechanical systems have also been checked thoroughly by our own safety and security officers and are considered "safe for use" within the Shed.

Using any item that has not been tested, tagged or inspected poses a risk to users and may void our insurance policy (and more importantly any claim you have may not be accepted) if an accident or injury occurs.

There may be exceptions to this rule where certain specialized equipment is required to complete a project or task. Should such a situation arise, all of the conditions below must be met.

- i) The member must discuss the use of a personal item with the Workshop manager and obtain his or her approval to use the item in the Shed's Workshop area.
- ii) The member must provide proof that the equipment has been tested to perform as per the relevant standards for items in its class. Any electrical or electronic devices that are connected to the main 240 volt supply, must have a valid test tag attached.
- iii) If the item has a sharp surface, cutting edge or cutting teeth, these must be as sharp as practical and should have all of the manufacturer's original protection devices or guards correctly fitted and operative.
- iv) All equipment must be used in accordance with the manufacturer's guidelines, particularly with respect to safety related issues. All weight, size, pressure, temperature and other environmental and operational factors must not be exceeded.
- v) The member must accept total responsibility for the use of the equipment, its security & maintenance and should not allow any other Shed member to use the item.
- vi) All items that are not the property of the Shed must be removed at the end of the Workshop session and must not be left in the Shed.

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.