

**BARWON VALLEY WOODWRIGHTS INC.**

**OCCUPATIONAL HEALTH AND SAFETY POLICY**

**ADOPTED AUGUST 2014**



# Table of contents

Document Control and Management .....	3
Occupational Health and Safety Policy .....	4
Attendance Records.....	5
Corrective Action on OH & S Matters .....	5
Unlawful Discrimination .....	8
Drug and Alcohol Policy .....	10
Emergency Evacuation Procedure .....	12
Flammables and Toxic Materials.....	14
Visitors .....	15
Machines - Operating Policy .....	17
Manual Handling.....	18
Medical Conditions .....	19
Personal Protective Equipment .....	21
Policy on Procedures .....	22
Sexual Harassment .....	24
Use of Privately Owned Tools .....	26
Working with Children .....	28
Borrowing of Club Equipment.....	30
FORMS .....	32
Incident Report Form.....	34
Process of Policy Development.....	37



## Occupational Health and Safety Policy

The following Occupational Health and Safety Policy has been prepared and approved by the Committee and accepted by all club members present at a meeting of members of the club held on Monday 6 May 2013.

This document is in support of the  
**Barwon Valley Woodwrights Incorporated Constitution**

### **Objective**

The Committee recognises that an active participation in OH&S by all club members and visitors is essential in achieving a workplace free of accidents, injuries and illnesses and with the assistance of members of the club we will strive to continually identify, manage or eliminate workplace hazards.

### **Duty of Care**

Currently we are tenants at a recognised Government Education facility and as such we must fully comply with all their OH&S rules and regulations as determined and published by the school from time to time.

Any situation considered unsafe by a club member must be referred to a member of the Committee or the President of the club. The situation shall not be permitted to proceed until all risks have been assessed and the appropriate corrective measures have been taken.

Our policy for members and visitors covers

1. Procedures that detail the safe systems of work on all machines owned by BVW club either in use at the school or any formal activity organised by the club at any other venue.
2. Informing members and guests that all near misses, incidents, accidents or injuries must be reported to a member of the Committee or the President immediately or as soon as possible. Incidents to be documented on the 'Incident Report Form' form.

This policy applies to all club members and visitors either at our normal club meetings at the school or any formal activity organised by the club at any other venue

Operative on and from

To be reviewed every 12 months

6<sup>th</sup> May 2013

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

## Attendance Records

The Club is required to record the attendance of members and visitors at any meeting or function organised by the Club for insurance purposes.

### 2. Coverage

This procedure applies to all Club members and visitors.

### 3. Responsibilities

It is the responsibility of members and visitors to

- Acknowledge their attendance at any club function by signing their name on the attendance register

#### It is the responsibility of the Committee to

- Provide an attendance register for members and visitors to sign on each occasion the club meets
- Ensure the club keeps such records for a period of 3 (three) years or any period as prescribed by law
- Review the attendance record to follow up on members who have been absent for some time.

### 4. Policy

The club is committed to ensuring that all members are aware of their responsibilities in relation to attendance record keeping.

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

## Corrective Action on OH & S Matters

### 1. Policy Background

This procedure describes how the club deals with any OH & S matter raised by members or visitors.

The purpose of the procedure is to ensure that the Club acts on all reports and documents the entire process from the initial report to the final resolution.

### 1. Coverage

This procedure applies to all members and visitors.

### 2. Responsibilities

**It is the responsibility of all members and visitors to**

- Raise any matter of concern of an OH & S nature to the committee as soon as possible.
- Should the nature of the OH & S concern be serious, it is the responsibility of the member to cease the action immediately and make the action or area safe.
- If it concerns other people, the member/s must ensure the action by others stops immediately.
- In such a case the member is to advise the person/s why such action was stopped.

**It is the responsibility of the Committee to**

- Acknowledge receipt of the OH & S concern.
- Gather all relevant information and convene a meeting as soon as possible with Committee members to discuss and deal with the matter.
- The Committee will prepare the Corrective Action section of the Incident Report Form.

### 3. Policy

In the case of an incident as described above, Corrective Action is to be generated by the Committee, which contains the OH & S concerns, detailing time, date and all other relevant details and with recommendations regarding future actions.

- The person who reported the issue is informed of the decision and the reasons why no action will be taken at this stage. This action is also to be recorded on the Corrective Action Report.

If the Committee decides that action should be taken then:

- All details of the decision are noted on the Incident Report Form, Corrective Action section, detailing date, time, timelines and recommendations regarding the corrective action.
- The person who raised the issue and all other club members are to be informed of the outcome.

#### **4. Procedure**

Any member or visitor may raise an O H & S matter with any Committee member, either verbally or (preferably) in writing, stating full details of their concern.

#### **5. Legislation**

Occupational Health & Safety Act 2004 Victoria

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

# Unlawful Discrimination

## 1. Policy Background and Coverage

The Club is committed to providing an environment which is free from discrimination as per the legislation which applies to clubs and other bodies.

### Grounds of Unlawful Discrimination

Sex, sexual orientation, gender identity, pregnancy, breastfeeding, marital status, status as a carer, age, race (including colour, nationality, ethnic or national origin), parental status, physical features, childless or a de facto spouse, lawful religious or political belief or activity, impairment (including physical impairment, mental illness, mental retardation), industrial activity, lawful sexual activity, or personal association with persons having any of the above attributes.

## 2. Coverage

This procedure applies to anyone who is involved in any club activity.

## 3. Responsibilities

It is the responsibility of all members and visitors to

- Demonstrate such behaviour that does not involve discrimination.
- Appropriately use their judgment so as to prevent other members from behaving in a way that may be seen as discrimination.

### It is the responsibility of the committee to

- Provide an environment free from any form of discrimination
- Investigate any allegations of harassment in a timely manner
- Ensure that the complainant is not disadvantaged as a result of lodging a genuine complaint
- Implement appropriate disciplinary action against anyone found to have breached this policy

## 4. Policy

The Club is committed to providing a meeting place that is free from all forms of discrimination.

Discrimination covers a range of unwelcome, unsolicited and non-reciprocated behaviour which constitutes deliberate or unintentional verbal or physical conduct of a discriminatory behaviour.



**It includes but is not limited to actions such as**

- Gestures and displays of offensive pictures
- Comments of a discriminatory nature
- Bullying
- Making fun of

Discrimination can be instigated by an individual or a group of people

**5. Procedure**

Any person who claims to have experienced harassment is strongly encouraged to raise the problem with the person whom they feel is responsible for this behaviour, to resolve the matter as soon as possible.

If this does not achieve the required outcome then they can formally bring the matter, in writing, to the attention of the President. If a matter is referred to the Committee, they will work through the following steps (point 6) in attempting to resolve the complaint.

**6. Conciliation**

Any person who makes a complaint will have the confidentiality of the matter maintained and the person will be supported by the committee in resolving this complaint.

**The committee will**

- Inform, in strict confidence, the person or persons against whom the complaint was made the details and nature of the complaint
- Offer to undertake conciliation between the parties

**The aim of conciliation is to**

- Ensure that there is no re-occurrence of the behaviour which gave rise to the complaint
- Ensure there are no reprisals for making the complaint
- If the complainant has suffered disadvantage redress the situation as far as possible to the complainant's satisfaction
- Ensure both parties agree to comply with any proposed resolution
- Ensure all parties accept the finality of the matter

**NB Confidentiality throughout the whole process is of paramount importance.**

**7. Legislation**

Victoria Equal Opportunity Act 1995 (VIC)

**Other unlawful conduct**

Sexual harassment-the Club has a separate policy on Sexual Harassment.

**Areas covered by legislation:**

Employment; partnerships; firms; professional and other organisations; qualifying bodies; employment agencies; education; provision of goods and services; accommodation (including alteration of accommodation); **clubs or community service organisations**; municipal or shire councils.

**Process for decision making**

Complaint must be in writing to Commissioner for Equal Opportunity. It is then assessed and if within jurisdiction is investigated and conciliation attempted. If unsuccessful, the matter is referred to the Victorian Civil and Administrative Tribunal for hearing and legally enforceable determination.

*Note: If the Club is unable to resolve the issue, the above process is the last process available to complainants.*

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

# Drug and Alcohol Policy

## Policy Background

This policy on alcohol and all drugs has been developed as part of our overall commitment to health, safety and welfare of our members and visitors.

### 1. Coverage

This procedure applies to all club members and any other persons invited or involved in all club activities.

### 2. Responsibilities

Every member and visitor have an obligation under various legislative Acts to ensure the health, safety and welfare of all who are in attendance.

### 3. Policy

- The club is required under The Occupational Health and Safety Act 2004 Victoria to provide a venue that is safe and without risk to health.
- Our “duty of care” under this Act extends to ensuring that members and visitors who use such substances do not injure themselves or others at any venue arranged by the club.
- The club recognises that the abuse of alcohol and drugs is a major problem in society and as such we are fully aware of the impact this may have on the club. While the club accepts an individual’s right to exercise freedom of choice, it is mindful of the effects that alcohol or drugs can have on safety at meetings or the workplace.
- Illicit drugs are not permitted at any club activity under any circumstances. Members and visitors must not possess and/or consume illicit drugs at the school or away from the club venue whilst on any club activities.
- Persons affected by drugs or alcohol will not be permitted to operate equipment and may be required to leave the venue.

### 4. Social Functions

At any function or entertainment held by the club, when on unlicensed premises, it is the responsibility of the committee, to ensure that alcohol is served and consumed in a responsible manner.

Functions arranged by the club must not include any activity that encourages the excess consumption of alcohol.

### **5. Action in the Case of Alcohol or Drug Abuse**

If in the opinion of the Committee, (consensus of two or more members), in conjunction with the President, or representative, a member or visitor is unfit to safely participate in any activity of the club due to the possible effects of alcohol or drugs, the person is to be quickly and safely removed from the area and suitable arrangements made for that person to be transported home.

### **6. Exceptions to the Policy**

With the express authorisation of the committee, alcohol consumption will be permitted on the following club sponsored activities

*Christmas Party and any other club organised social activity.*

### **7. Legislation**

Occupational Health and Safety Act 2004 Victoria

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

# Emergency Evacuation Procedure

## 1 Policy Background

This procedure sets out to describe the process that all club members and visitors must do in the time of an evacuation procedure.

## 2 Coverage

This procedure applies to all club members and visitors.

## 3 Responsibilities

**It is the responsibility of all club members and visitors to**

Fully understand what is required of them in a time of an emergency where the site must be evacuated whether at the school or any other venue.

**It is the responsibility of the committee to**

Ensure that all persons comply with the evacuation requirements at any site where club members are involved.

Advise all members and visitors present at any time as to the location of the assembly areas via the appropriate route at any given location.

**It is the responsibility of the President to**

Inform the members and visitors at the start of proceedings, what the emergency procedure is for this location.

## 4 Policy

- The Attendance Register is to be signed by members on entry to meetings and kept at the main table for ready access.
- Members are to be advised of the location of the Emergency Evacuation Area and of the relevant warning sound for evacuation.
- Once the alarm has sounded or notification is given all, members and visitors are to cease what they are doing, make the area safe and shut down any machinery if it is safe to do so and proceed to the Emergency Evacuation Area.
- Emergency Services (Phone 000) are to be notified immediately an evacuation is actioned. The President will delegate this task.
- Switch off any/all electric or gas appliance

- Collect any personal items (phone, wallet and car keys) if it is safe to do so.
- Walk to the designated assembly area – do not run.
- Wait at the assembly and participate in a roll call.
- The members of the Committee are to inspect any/all offices and toilets within the area to ensure no one remains in the area, if safe to do so.
- No person is to leave the designated assembly area until the roll call is conducted.
- If any person is missing that information is to be given to the emergency personnel as soon as possible upon their arrival.
- All persons are to remain in the assembly area until the emergency service personnel deem it safe to return to the area.

## 5 Legislation

There are various references to emergency evacuation in legislation.

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

# Flammables and Toxic Materials

## 1. Policy Background

The club is committed to ensure that no flammable liquids or solvent type materials, varnishes, paints etc. are stored or held in club storage areas at the school.

## 2. Coverage

This procedure applies to all club members or persons involved in any club activity.

## 3. Responsibilities

### It is the responsibility of all members to ensure that

- Any material used in club activities are safely contained and sealed in an appropriate container.
- Any material brought to the club must be labelled with clear identification of hazardous potential.
- No material can be used if fumes given off are toxic or poisonous in any quantity that could be considered harmful.
- Any remnant materials and /or containers are removed from the school or other place of club activity at the completion of such activity.

### It is the responsibility of the committee to

- Ensure that this policy is adhered to.

## 4. Policy

No flammable liquids are to be stored at the school.

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

# Visitors

## 1. Policy Background

The club is committed to recruiting people who are seeking to develop and share their woodworking knowledge. These people will be invited to attend club meetings to determine whether they wish to become members.

## 2. Coverage

This procedure applies to any person who attends our meetings as a guest.

## 3. Responsibilities

It is the responsibility of Club members to inform visitors of any safety issues.

- Visitors must act in a manner that ensures their own safety and the safety of other people at the club's activities.

### It is the responsibility of the committee to

- Ensure that all members are aware of the policy relating to visitors.
- Ensure that all visitors are made to feel welcome.
- Appoint "buddies" to assist visitors in becoming familiar with procedures, including evacuation procedures. (Usually one on one buddy to each guest is deemed appropriate).
- Ensure that visitors are aware of the rules that govern our club activities.

## 4. Policy

- The club is committed to ensuring that all members are aware of the policy relating to visitors and that members will be encouraged to bring guests who are interested in our activities.

## 5. Procedures

- All members will be made familiar with the policy relating to the attendance of any visitors.
- Members will be asked to indicate whether they are prepared to act as a "buddy" for a visitor. (It is expected that people who bring guests would be likely to take this role for their own visitor but if not, a committee member will be appointed to perform this task).
- Visitors will be requested to sign in at commencement of meetings they attend.



- The President will welcome the visitors and explain the structure of the club and committee.
- When a person joins the club the committee will ensure that the new member is made familiar with the club's policies and procedures.
- Should problems occur visitors/prospective members are advised to speak to a committee member, who will raise the issue at the next committee meeting.

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

# Machines - Operating Policy

## 1. Policy Background and Purpose

The club is committed to ensure that all members and any visitors fully understand the requirements necessary to safely operate and use specific machines owned by the club.

## 2. Coverage

This procedure applies to all members and any visitors.

## 3. Responsibility

### It is the responsibility of all club members to

- Understand and operate any machine in accordance with the safe work method statement as prepared by the manufacturer, or the club.

### It is the responsibility of the committee to

- Prepare and periodically review the safe work method statements on equipment owned by the club.
- Ensure that club members comply with the machine operating procedures generated by the club.
- Ensure that where any contravention is observed by a person operating a machine that the incorrect process must cease.
- Maintain a list of members trained/authorised to use Club machines.

## 4. Policy

The club is committed to ensure that all members fully understand any SWMS which applies to any machine prior to work commencing on that machine.

## 5. Legislation

O H & S Act (Victoria)

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President B.V.W. Inc.

[Return to top](#)

---

# Manual Handling

## 1. Policy Background

The club is committed to promoting a safe environment and that members, visitors and persons invited to the club or involved in club activities are aware of the risk of muscular-skeletal injuries that can be caused by manual handling.

## 2. Coverage

This procedure applies to anyone who is involved in any club activity.

## 3. Responsibilities

### Responsibilities of Members

The obligation of responsibility applies to all members and is for the care of both members and visitors.

It is the responsibility of all members, visitors and other persons involved in club activities, to use appropriate techniques when engaged in manual handling.

### It is the responsibility of the committee to

- Provide a working environment that minimises manual handling issues.
- Remind members of their responsibility with respect to the prevention of injury when engaged in manual handling of plant or equipment.
- Update members from time to time of any dangerous manual handling related issues as they become known to the committee.
- Carryout Risk and Hazard Assessment on identified problems. This to be documented.

## 4. Policy

The club is committed under the Occupational Health and Safety Act 2004 to provide a venue that is safe and without risk to health.

Members are to refer to the Manual Handling Advice provided in the club's Operations Manual.

## 5. Legislation

Manual Handling Code of Practice Worksafe Victoria 2007

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed .....

President B.V.W. Inc.

[Return to top](#)

# Medical Conditions

## 1 Policy Background

The club is committed to promoting the concept that all members with debilitating health issues or taking prescribed medication should be safe while engaged in club activities and do not jeopardise the welfare of others or themselves.

## 2. Coverage

This procedure applies to anyone who is involved in any club activity.

## 3. Responsibilities

The club is aware of the sensitivity which may be associated with medical conditions and respects personal privacy in this regard.

### It is the responsibility of all members and visitors to

- Be aware of the effects of prescribed medication on their ability to operate safely
- Abstain from activities if medical conditions or medications impair personal abilities such that they create danger to others or themselves

**NB** Members are not required to declare any information to the club relating to medical conditions or medication used to treat conditions.

It may be appropriate for a member to make known to other members a particular health issue.

e.g. i) the negative effects of a certain machine on a heart pacemaker

ii) the temporary effect of new medication on coordination, balance or mental awareness

### It is the responsibility of the Committee to ensure that

- All members and visitors are aware that they can declare any issue that may arise from a health problem or medication related to a health problem.

## 4. Policy

The club is committed to providing a safe environment and will request members to comply with the requirements to consider the implications of personal health issues and medications.

## 5. Procedure

Any person who feels it appropriate can declare to the club the possible effects caused by a health issue or medication.

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

# Personal Protective Equipment

## 1 Policy Background

This procedure sets out to describe what the club expects of members and visitors in the correct application of personal protective equipment to assist in protecting themselves and others within an area wherever the Club meets.

## 2 Coverage

This procedure applies to all club members and visitors and visited sites.

## 3 Responsibilities

### **It is the responsibility of all club members and visitors to**

To wear the appropriate personal protective equipment when using a machine within the school or any machine owned by the club.

Members are to provide their own personal protective equipment so that cleanliness, size and suitability can be assured to suit the needs of the individual.

### **It is the responsibility of the Committee to**

Ensure members and visitors are wearing the required personal protective equipment for the job and equipment in use.

## 4 Application

All Personal Protective equipment must meet Australian Standards, where they apply.

**Hearing Protection-** The club strongly encourages the use of Ear muffs with a 26dBa rating and beyond, in preference to the use of ear plugs. Ear muffs must be cleaned regularly, especially the cushioning around the ear muff and the absorbent padding inside the ear muff.

Hearing protection must be worn when using a machine for which the sound level has been measured to be excessive.

The head band of the ear muffs must not be expanded beyond the initial shape, otherwise the level of hearing protection will be diminished. Ear plugs must be fitted correctly and be inserted with clean fingers.

**Eye Protection** – Safety glasses or safety goggles are essential in providing protection for our eyes. The head band of the goggles should be sufficient to hold the goggles close to your head. Glasses and goggles should be cleaned regularly. The wearing of eye protection is mandatory when using a machine which specifically states that eye protection must be worn.

**Safety Footwear** – When the task requires, or the safety instruction dictates, then appropriate safety footwear shall be worn.

On other occasions members are to use common sense, especially when working

with or handling heavy objects where a potential of the object falling on their feet is present.

**Clothing** – members are to wear suitable clothing, which removes the risk of getting caught up in tools or machinery currently in use. There should be no loose clothing that could cause entanglement.

**Face Protection**

Various forms of face protection are available.  
A full face mask is recommended where it is possible a workpiece can become dislodged and ejected.

**Breathing Protection/Dust Management**

Wood workers are often exposed to airborne wood dust of different particle sizes, concentrations and compositions, hence the need to wear breathing protection when sanding or machining.

Wood dust can cause severe lung problems if prolonged exposure occurs.

Toxic chemical vapours are known to be generated when sanding or machining of certain timber. Sensitisation dermatitis can also occur. It is usually caused by exposure to fine dust from these wood species. Once sensitised the body sets up an allergic reaction and will react severely when exposed even to a very small amount of wood dust or the oils from these timbers.

**Safety Head Wear.** - It is not envisaged that members would be required to wear a safety cap or a safety hard hat but, if members or guests have long hair then they are required to wear a cap or have their hair tied back when using rotating machinery, especially a pedestal drill.

**Hand Protection** – Members are to wear gloves when handling rough timber or objects that may create damage to the hands.

**5 Legislation**

The Occupational Health and Safety Act 2004 Vic has many references to use correct use and application in wearing of personal protective equipment.

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

# **Policy on Procedures**

## **1 Policy Background and Coverage**

The Club is committed to ensuring procedure documents are written in a consistent manner and that these documents describe how and when procedures are written, checked, approved and made available to all members.

## **2 Coverage**

This procedure applies to anyone who is involved in any club activity.

## **3 Responsibilities**

### **Responsibilities of all members and visitors**

- Members are to make themselves familiar with all procedures and bring any matter of concern to the Committee where it is considered that a new procedure needs to be developed.
- Members also have the responsibility to make visitors aware of any procedure that may / will affect them.

### **Responsibility of the Committee**

- The Committee shall be briefed on the required contents of any new OH&S procedure and will in turn develop a draft to be presented to the Committee.
- The Committee is the only body that issues a procedure

## **4 Policy**

- The Committee will develop and maintain a system of document control and management that ensures access for all members and systematic review.
- Drafts of any new procedure shall be presented to the Committee for evaluation, ratification and approval.
- When a procedure has been approved by the Committee its title shall be included in the policy document.
- All procedures shall be written using the procedures template to ensure uniformity of style and to ensure members are familiar with the format.
- The approved procedure shall be made known to all members and filed along with all other master copies of BVW procedures.
- All new procedures are to be noted in the minutes of the Committee meetings.
- If a procedure is altered and then approved by the Committee, club members are to be advised of the removal of the old procedure and the details of the new procedure.

**5      Legislation                      Not Applicable**

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---



# Sexual Harassment

## 1 Policy Background

The Club is committed to providing an environment which is free from all forms of sexual harassment.

## 2 Coverage

This procedure applies to anyone who is involved in any club activity

## 3 Responsibilities

### It is the responsibility of all members and visitors to

- Demonstrate such behaviour that does not involve sexual harassment.
- Appropriately use their judgement to prevent other members from behaving in any way that may be seen as sexual harassment.

### It is the responsibility of the Committee to

- Provide an environment free from sexual harassment.
- Investigate all allegations of sexual harassment in a timely manner.
- Ensure that a complainant is not disadvantaged because of lodging a genuine complaint.
- Implement appropriate disciplinary action against anyone found to have breached this policy.

## 4 Policy

The club is committed to provide a meeting place that is free of all forms of sexual harassment.

Sexual harassment covers a range of unwelcome, unsolicited and non-reciprocated behaviour which constitutes deliberate or unintentional verbal or physical conduct of a sexual nature.

It includes but not limited to actions such as

- Gestures and the display of offensive pictures.
- Comments of a sexual nature.
- Implicit or explicit demands for sexual activities.
- Leering, patting, pinching, touching or unnecessary familiarity.

Harassment can occur by an individual or a group of people.

## 5 Procedure

Any person who claims to have experienced sexual harassment is strongly encouraged to discuss the problem with the person whom they feel is

responsible for this behaviour in an attempt to resolve the matter as soon as possible.

## **6 Conciliation**

If discussion does not achieve the required outcome, a member can formally bring the matter, in writing, to the attention of a Committee member.

Any person who makes a complaint will have the confidentiality of the matter maintained and the person will be supported by the club in resolving this complaint.

If a matter is referred to the Committee, they will work through the following steps in attempting to resolve the complaint.

### **The committee will**

- Inform, in strict confidence, the person or persons against whom the complaint was made of the details and the nature of the complaint.
- Offer to undertake conciliation between the parties.
- In the case of a documented complaint, document the outcome on the Incident Report Form.

### **The aim of conciliation is to**

- Ensure there is no re-occurrence of the behaviour which gave rise to the complaint.
- Ensure there are no reprisals for making a complaint.
- If the complainant has suffered disadvantage redress the situation as far as possible to the complainant's satisfaction.
- Ensure both parties agree to comply with any proposed resolution
- All parties accept the finality of the matter.

It is the right of any complainant to choose to take action outside the club.

Confidentiality throughout the whole process is of paramount importance.

## **7 Legislation**

Sex Discrimination Act 1984

Equal Employment Opportunity Commission Act 1988

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President B.V. W. Inc.

[Return to top](#)

---

# Use of Privately Owned Tools

## 1 Policy Background

Some members of the club and visitors may wish to bring their own tools to the school workshop or use their own tools at a club approved activity.

This policy document outlines the conditions and responsibilities for the use of privately owned tools.

## 2 Coverage

This procedure applies to any person who is involved in any club activity.

## 3 Responsibilities

**It is the responsibility of any club member or visitor to**

- Ensure all tools brought on site are fit and safe for purpose.
- Take care of themselves and others while using their tools.
- Ensure all power tools (electrical or air) have the necessary guards attached at all times.
- Be familiar with the operating instructions and procedures provided by the manufacturer.
- All untagged private power tools must be plugged directly in to an ELCB when used.

## 4 Policy

- Members and visitors are to note that all privately owned tools are the responsibility of the owner.
- Any damage, loss or theft of a privately owned tool or other privately owned equipment is the sole responsibility of the owner and not in any way the responsibility of the club.
- All privately owned tools are the responsibility of the owner and as such the owner is the only person to give permission for another member or visitor to use the tools.
- Other persons wishing to use privately owned tools are deemed competent to use those tools.
- Privately owned tools must not be left at the school.

## 5 Procedure

- In the majority of cases it will be the committee who will request members to bring their own tools to the school or other external venue to assist in the specific project to hand
- If a member wishes to bring privately owned tools to the school or any other external function it is recommended that they advise the committee accordingly.
- No person shall use any privately owned tool without the express permission of the owner.
- No person should use a privately owned electrical tool unless it is in proper working order.

## 6 Legislation Not Applicable

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

[Return to top](#)

---

# Working with Children

## 1. Policy Background

The club is committed to providing an environment which is safe for children when the club is engaged in activities where children participate.

## 2. Coverage

This procedure applies to any person who is involved in any club activity.

## 3. Responsibilities

### **It is the responsibility of the committee to ensure that**

- All members are familiar with the Club's requirement to hold a Working with Children Card if working with children.
- All members engaged in activities with children on club activities have registered for a current Volunteer Category (V) Working with Children Approved Card or an Employee Category (E) Working with Children Certificate.
- An appointed person signs the Working with Children Card of each approved member and maintains a register to record the names of members who are registered.
- The Register is maintained by the Club Secretary.
- Members act in a responsible manner when engaged in activities involving children.
- The privacy of all members is respected.

### **It is the responsibility of club members to**

- Ensure that they are familiar with the Club's requirements relating to working with children.
- Register to obtain a Volunteer or Employee Working with Children Card or Certificate before engaging in any club activity where children participate and provide that document for the committee to record relevant details.
- Declare any current issue that prevents them from working with children (e.g. if charged with an offence).
- Act responsibly in all activities when working with children.
- Children attending meetings/worknights must at all times, remain in the care of the person bringing them to site.

#### 4. Policy

The club is committed to providing activities where members are working closely with children, such as special occasion nights and toy making sessions at our Exhibition.

The club is committed to ensuring that members understand and abide by the Club's requirement to hold a Working with Children Card before working with children and that they act responsibly at all times when engaged in activities involving children.

#### 5. Legislation

Victorian Government Working with Children Act 2005

Operative on and from 1 August 2014

To be reviewed 12 monthly

Signed .....

President B.V.W.

[Return to top](#)

---

# Borrowing of Club Equipment

## Policy Background

This policy explains the club's approach to the borrowing of its equipment  
The purpose of the policy is to ensure club members understand and adhere to the procedures relevant to the borrowing of club owned equipment.

### 1. Coverage

This procedure applies to all members and visitors.

### 2. Responsibilities

#### It is the responsibility of all members and visitors to

- Adhere to the stated policy
- Raise any matter of concern relating to the borrowing of equipment to the committee as soon as possible.

#### It is the responsibility of the committee to

- Establish the procedures relevant to the borrowing of club owned equipment and ensure members understand these procedures.
- Monitor the use of equipment through the agency of an appointed equipment manager.
- Act on any relevant issues that arise in relation to the procedures.

### 3. Policy

The club owns a wide range of woodworking tools and equipment.  
Some of this equipment is available to members for personal use outside the club's premises at Moolap Primary School, under guidelines.

### 4. Procedure

The club will maintain an up to date inventory of club owned equipment.  
An Equipment Manager will be appointed annually at the Annual General Meeting.  
Members wishing to borrow identified "*for borrowing*" equipment will liaise with the equipment manager to arrange loans.  
Borrowers must have been club members for at least six months <sup>1</sup>and be fully financial.  
Loans will be for one (1) month from the date of borrowing.  
A borrowing register will be maintained.  
Borrowers will be required to sign a form indemnifying the club against injury caused by the use of the borrowed equipment.

The Equipment Manager will decide whether prospective borrowers are competent to use the equipment they intend to borrow.

The Equipment Manager will manage the register and follow up on any outstanding items and report any outstanding issues to the committee.

The cost of repair or replacement of any damaged equipment will be the responsibility of the borrower.

In the case of unresolved issues, committee will follow up on unreturned or damaged equipment with the relevant borrower.

Operative on and from 4<sup>th</sup> February 2019

To be reviewed 12 monthly

Signed ..... President, B.V.W. Inc.

#### Amendments

1 "and be fully financial" added 15/2/2022

[Return to top](#)



# FORMS



# BARWON VALLEY WOODWRIGHTS

## Incident Report Form

Name of Injured: Date of Incident:	Person making Report
---------------------------------------	----------------------

Type of Incident: Injury	Near Miss	Other
--------------------------	-----------	-------

Site where incident occurred:
-------------------------------

Description of Incident: (attach photo) ..... ..... ..... ..... ..... ..... .....
--

List property damage:
-----------------------

Witness's: Other persons involved:
---------------------------------------

* Signed:	Date:
-----------	-------

<b>Corrective Action, Follow Up: +</b>	
By whom:	By Date:

<b>Action Complete:</b>	
^ Signed off by President:	Date:

\* Form to be passed to the President or via the Committee.  
 + Stated by the President or secondly, by the Committee.  
 ^ Completed form to be filed by the Committee.  
 Nov 2017

Revised

## Barwon Valley Woodwrights Tool Borrowing Indemnity Form

Date:

I, \_\_\_\_\_ (name in full), having borrowed the equipment listed below for the period \_\_\_\_\_ to \_\_\_\_\_, hereby acknowledges that the club is indemnified against any injury which may occur as a result of me using the borrowed equipment.

I agree to use the equipment according to issued safety guidelines from the manufacturer.

I agree to arrange repairs if the equipment is damaged while in my possession. (Normal wear and tear excepted).

Equipment borrowed:

\_\_\_\_\_

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date equipment returned \_\_\_\_\_



## Barwon Valley Woodwrights equipment borrowing register

Item No.	Brand	Description	Name of borrower	Date taken	Date returned	Manager signature

## Process of Policy Development

All Policies and Procedures in this document have been drafted by the Club Committee, approved by Committee and adopted by the Club in August 2014.

Policy Review is timetabled as listed at the end of each policy statement.

## Distribution and Location

Each member with an email address has received a copy electronically.

Hard copies have been provided for other members.

Two hard copies are filed in the library for all members to access.

There is also a USB in the library for member access.

The original file and a copy USB are stored at the Secretary's home.

## References

Vic, Govt. Occupational Health and Safety Act 2004

WorkCover Victoria Documents

Manufacturers' Instructions on Safe Management of Relevant Tools

Woodturners Society of Queensland Inc. O H & S Policy

Department of Education Employment and Training Victoria

Vic. Govt. Working with Children Act 2005

## Revisions

Rev No.	Date	Action	Approval
2	12/8/2015	Working with Children policy added	Committee
3	14/6/2021	Tool borrowing policy added	Committee
4	15/2/2022	Tool borrowing policy wording amended	Committee
5	13/12/2022	Wording amended for new location	Committee

[Return to top](#)

---