



The Men's Shed (North Shore) Trust Inc

HEALTH AND SAFETY PLAN

Glossary

DSO: Duty Safety Officer

HSO: Health & Safety Officer

< > contains information that is environment specific

Health and Safety Policy Statement

- The Men's Shed (North Shore) Trust Inc is committed to maintaining a safe and healthy environment for members and others within its facilities.
- All participants in The Men's Shed (North Shore) Trust Inc. activities are expected to share in our commitment to avoid accidents or incidents that may cause injury, property damage, or loss of any kind. (All persons attending an activity are deemed to be participants)
- The Men's Shed (North Shore) Trust Inc. has integrated into the management and daily affairs of the club, principles and practices of health & safety to ensure the club provides a safe environment.
- All members and others are expected to act safely at all times within our facilities.

We will make every reasonable effort to ensure the safety of member's and others by:

- Providing and maintaining a safe environment.
- Providing safe facilities.
- Ensuring all plant and equipment is safe.
- Ensuring all members and other people at / or in the vicinity of our facilities are not exposed to unmanaged or uncontrolled hazards caused by our operations.
- Implementing emergency and evacuation procedures.

To achieve this we will:

- Have a nominated DSO present during club activities.
- Empower the DSO to implement safety procedures, and give the DSO the power of veto on any activities within club premises or club activities.
- Carry out systematic inspections to monitor Health and Safety issues, at least every three months.
- Hazard identification can be aided by the use of OSH publications.
- Take all practicable steps to mitigate identified hazards.
- Display emergency and evacuation procedures.
- Record any incident or accident that occur during club activities, and take all practicable steps to prevent a recurrence of any such incident or accident.
- Ensure all members are given reasonable opportunity to participate in ongoing processes for improvement of Health and Safety.

Health and Safety Plan

The purpose of the Health and Safety Plan is to ensure that every reasonable effort is made to ensure that people participating in club activities at The Men's Shed are not caused harm or injury by its activities or operations.

- All participants in club activities are expected to exercise a duty of care and not expose themselves to danger.

- All activities at the club will have a designated DSO. By default, the DSO will be the person responsible for opening and closing club premises.
- A Visitors Registration Book is to be kept and filled in with details as required by all visitors to our facilities.
- Supervision of children must be the responsibility of their parent or caregiver. Children must be supervised at all times while attending our facilities.

Health and Safety Officer

- One club member of The Men's Shed (North Shore) Trust Inc. is to be appointed as HSO.
- This person shall be responsible for:
 1. Maintaining and updating the Hazard Register.
 2. Ensuring the Visitor Register is maintained.
 3. Ensure equipment is in-date for maintenance e.g. fire extinguishers, electric cords.
 4. Dealing with Accident and Incident Reports.
 5. Maintaining a set of protocols to be used in various circumstances at club activities.
(e.g. wet weather safety on floors)

Emergency Procedures

Evacuation Plan

In the case of an emergency event such as fire or earthquake all occupants of any of the club's buildings or related facilities shall cease activities immediately and move via the safest route to the designated assembly area. The DSO will contact emergency services if needed.

Fire

Fire extinguishers are located in Workshop areas and shall be readily accessible at all times.

Accidents and Incidents

All accidents and incidents on site are to be reported to the DSO and recorded in the site register.

Notice in Visitor Register

WELCOME TO The Men's Shed (North Shore) Trust Inc

Please read below before signing the register

HEALTH and SAFETY

Members and visitors should take all reasonable steps to ensure the safety of all while on site

Be aware of any local hazards and advise the DSO of any hazards you may find on site.

Please obey any Health and Safety instructions from club members.

Please advise the DSO of any medical conditions (such as epilepsy or insulin-dependent diabetes) that might suddenly change your level of consciousness.

Emergency Procedures

On hearing the alarm, please leave the premises and gather in < the car park adjacent to Elliott Avenue>.

Housekeeping Checklist

- General cleanliness of area/facilities
- Rubbish containers available. Debris and/or rubbish present
- Oil/chemicals spills, leakage and/or used and controls in place
- Hazardous substance and all other containers labelled (MSDS) and locked away
- Controlled hazardous substance containers stored in area and/or outside compound
- Drains blocked and/or liquid puddles present
- Drain covers (plates/grills) in place and in good condition
- Adequate lighting for usual activities.
- Emergency lighting works
- Access to areas safe, maintained and in tidy condition
- Access ways clear at all times
- Plant and/or equipment labelled, current certification, safe, correct, clean and tidy
- Tools maintained, safe, clean, tidy and in working condition
- Emergency access clear. Equipment current, secure and signs displayed
- Electrical equipment: Safe, Secure, Signs, and Labelled
- Protective clothing: Available, Stored, Cleaned, Signage
- Wet and slippery areas, adequate signage "SLIPPERY WHEN WET"
Identify slippery area and address cause
- Ambulance Bay is clear and has appropriate signage
- Exterior exits are kept clear with appropriate signage
- Are there sufficient identified walkways in the car park
- Is the car park clearly marked out
- Adequate lighting to all entrance ways
- Fire extinguishers clearly visible and marked
- Adequate keep clear signs for hazardous areas
- Chemicals and cleaning materials stored in safe locked area
- Emergency action plan displayed in prominent places for fire evacuation and medical emergencies
- Are visitors aware of exits and outside pre-determined assembly station in an evacuation emergency
- Is your emergency evacuation procedure approved by the Fire Service
- Register for signing in visitors with Health and Safety Notice displayed at register
- Are club members/administrators familiar with protocols for dealing with emergency situations
- First aid kit clearly displayed, regularly checked and re stocked
- Are there qualified first aid people in the club
- Report newly identified hazards
- Incidents and accident register readily available
- Are chemicals used stored and to NZS 8409: 2004 Standards
- Machinery and tools isolated or securely stored
- Maintenance schedule for all machinery up to date