



Hornsby Woodworking Men's Shed

Standing Orders

GENERAL ADVICE AND RULES KNOWN AS "STANDING ORDERS" FOR THE SAFE AND EFFICIENT USE OF THE SHED'S FACILITIES BY MEMBERS

We want you to get maximum enjoyment from your membership. The Shed provides an outlet for you to make your own projects, as well as to help with Shed community projects from time to time or making toys for charity. You make good friends as well.

WHAT YOU CAN EXPECT FROM US

- A warm welcome and good fellowship
- Training in the safe use of woodworking equipment and instruction on the common hazards associated with using the equipment
- A serious concern for the safety of yourself and others
- Provision of a safety manual as well as experienced advice from a Supervisor whenever you ask for it (it is likely that if you ask 5 woodworkers for their advice you will get 5 different solutions)
- To give you help, whether general or technical woodworking advice in any area
- Subject to Standing orders, access to all shed equipment and tools
- The ability to borrow our library books, magazines and some woodworking equipment. Ask a Supervisor about the procedure and what equipment can be borrowed.

WHAT WE EXPECT FROM YOU

- You will make it easy for us to help you enjoy your membership
- Take notice and act on what a Supervisor advises or tells you
- Compliance with the Shed's Standing Orders
- If you arrive early, help to remove covers and set up equipment
- If staying for morning tea or lunch, wash, dry and put away your own dishes
- If you are leaving after lunch, help with the cleaning up, sweeping and placing covers on equipment
- Tell a Supervisor if you accidentally break or damage a piece of equipment or see a broken or damaged piece
- Return equipment as soon as you have finished using it. Tools have specially marked wall racks or cupboard space so that we all know where to find them.
- Treat the Shed tools as you would expect others to treat your own tools.
- When taking timber from the wood stock it should be left tidy.

STANDING ORDERS

In Order to ensure the efficient and safe operation of the Shed for its members and in terms of sections 14.(4) and 19.(9) (b) of the Shed's Constitution, the following rules have been developed by the Shed Committee for compliance by members.

MEMBERS

- Must, on entering the premises, sign the Attendance Register and record whether they are to be working on their own project and/or Shed projects. For fire safety purposes members must also sign the Register when departing.
- Must wear their name tags.
- Must comply with Supervisor instructions and directions given to protect the safety of themselves and others.
- Have the right to stop a machine if they see danger to the operator or others and refer to a Supervisor for action.
- Must report all accidents in order that causes may be investigated and, in need, steps taken to lower the risk of reoccurrence.
- Damaging equipment may be asked to make a contribution toward repair or replacement as agreed by the Shed Committee.
- Are not to use the Shed facilities for commercial purposes.
- Considered to be making excessive use of any equipment may be asked to comply with restricted conditions of use and/or make a contribution toward equipment maintenance costs as agreed by the Shed Committee.

USE OF MACHINES, TOOLS AND OTHER EQUIPMENT

- Only persons holding a red dot on their membership tag are allowed to use the Shed's electrical equipment.
- Non red dot members are restricted to non-powered hand tools.
- Members classified as "Restricted", for the safety of themselves and others, are restricted in the use of some items of equipment. These members are required to abide by the terms of their restricted use of equipment as stated to them in writing by the Shed Committee.
- Non-members are not allowed to use the Shed Equipment (except for invited demonstrators).
- Every member has the right to stop a machine if they see a danger to the operator or others.
- Both table saws, for safety reasons, have a red light that will show when the saw blade is turning. Material must not be removed from the saw bed until the red light goes out. This rule is for the safety of your fingers and hands.
- Never leave a machine running unattended, no matter how short the time.
- Timber shorter than 250mm must not be put through the thicknesser.
- Drill chucks keys must not be left in the chuck.
- When necessary, Shed projects will have priority use of equipment.

Non-compliance with these Standing Orders may result in suspension or non-renewal of membership.

GENERAL ADVICE

KITCHEN AND OTHER FACILITIES

- Cloak items to be placed on shelves provided. (Lunch may be placed in refrigerator).
- Tea and coffee is \$1 per day and includes a biscuit. You are required to wash, dry and put away your own dirty dishes.
- If you are staying for lunch it's bring your own.
- Toilets – if you make a mess, please clean it up. There is a bin for hand towels; please use it and not the floor. The ground floor toilet is unisex. As this toilet has poor ventilation if you want to do a job please use the upstairs male and female toilet facilities.

HEALTH AND SAFETY

Your safety and the safety of other members are of major concern for your Committee and our Supervisors but it also requires effort on your part to ensure the safety of yourself and fellow members. Our Supervisors cannot watch every move a member makes. Like driving a car – one moment of inattention and you can get hurt. Every member has the right to stop a machine if they see dangers to the operator or others.

We have developed a number of instructions to reduce the chance of you being hurt including:-

- On joining the Shed you will be given a session on the safe use of each of our power based items of equipment.
- You are required to confirm in writing that you have read and understood the Shed Safety Manual.
- Safety operating instructions attached to each of our floor based powered machines.
- The implementation of Standing Orders, the majority of which are specifically there for member safety.

Some important common sense matters:-

- The Shed has a supply of ear muffs and safety glasses; you are encouraged to use them. Supply of dust masks for health reasons are a member's responsibility.
- If unfamiliar with or uncertain of a machine, tool or process, ask a Supervisor.
- If using a machine for the first time, see a Supervisor, this is irrespective of whether you have used the same type of machine elsewhere.
- Always first check for safe operating of the equipment.
- Read Instructions shown on the machine.
- Follow all safety requirements and safe operating methods.
- Ensure safety fences and guards are in place
- If using a bandsaw check that the blade has been tensioned.

HOUSEKEEPING

- Clean the machine, tool or other equipment after use, leaving it safe and ready for the next user.
- If machine sanding, clean the sanding pad after use with the crepe cleaning block supplied.
- Sandpaper- the maximum grit increase should be no greater than 50% finer than that used in the prior sanding.
- Drill and Forstner bits are to be returned to their correct size slots after use.
- As soon as you have finished with a tool, please return it to its correct location so that it is there for the next person to use. Do not leave it beside you until you are packing up for the day.
- Due to limited space, take any unfinished work home with you. Obviously, there will be exceptions such as material glued and clamped. A Supervisor will tell you what you can do.

TIMBER

The following timbers are generally banned from the Shed: - MDF, heavy treated pine, Western Red Cedar and particle board. In addition, timber that is likely to contain abrasive or dirty material, such as hardwood fencing, are not to be put through the thicknesser. Foreign materials in these timbers are likely to cause considerable wear on the blades, thus shortening their life.

If you have a specific need to use any of the above timbers then see a Supervisor. A limited amount may be approved as a special case but is subject to the health impact on other members.

Use of timber from timber racks- Timber is available for personal use, subject to a small fee. Please see a Supervisor. For use on Shed projects or toys for the Shed, timber is available at no charge. Wood turning timber down the far end of the Shed is available for turning and box making but please ask a wood turning Supervisor prior to use.

Off-cuts of timber- pieces suitable for use on other projects are to be replaced in the appropriate section of the timber rack. Any small laminated (ply) off-cuts must be placed in the red bin. Off-cuts suitable for fire wood are to be cut to approx 300mm and placed in the box near the Routers.

RUBBISH, SAWDUST AND SHAVINGS

Metal and plastic buckets are provided by machines for off-cuts, sawdust or shavings only. All other rubbish such as rags, tissues, worn-out sandpaper and lunch waste must be placed in the large bin near the routers.

CONSUMABLES

Whilst the Shed holds a range of items from glues, screws, nails, sandpaper and the like, our range is variable and may not always meet your needs in which case it is up to the individual to purchase their specific needs at their own cost. If you require materials to be purchased for a Shed project please see a Supervisor.

The Shed holds a large range of odds and ends; hinges, knobs, twine, duct and masking tape, eyes for toys, turned clock and pen parts, wooden plugs, etc. These are items gifted to the Shed and will therefore vary in size and number. Ask a Supervisor before you go out and buy.

TOYS

The Shed makes sells and donates toys and part of the cash proceeds from sales to charities. This activity helps the Shed in its relations with Hornsby Council in terms of the rental of our premises and also in our applying for equipment grants from the various levels of Government and from gaming clubs. All members are asked to assist in this toy making activity as our ongoing existence is dependent on it.

LIBRARY

If you borrow a book, magazine or equipment, ask a Supervisor first and enter the details and your name in the "Borrowed Register" and record when returned. Then replace the item in its correct location. Equipment borrowing is limited---see a Supervisor.

SUMMARY

The Shed is a co-operative by design and requires the respect of all members in the safety, cleanliness and smooth operation of the facilities it provides. Where a member fails to respect these Standing Orders or meet the general expectations of fellow members, the Committee has the right under the Shed's Constitution to suspend or not renew your membership.

This Standing Order by PH, dated 10 October 2019, replaces all previous Standing Orders.