



HEALTH AND SAFETY ACTION PLAN

Approved as Club Policy by Committee
on 2nd October 2017

It was highlighted by recent incidents that some members may be unaware of where all medical supplies and associated equipment is located, procedures where medical attention is required and emergency situation procedures. Hence below are guidelines for action. If you have further queries or would like to peruse the Club's Health and Safety documentation, please speak to Lionel Wood, the Club's Safety Officer.

This Plan is to be read and acted upon in conjunction with the Wonthaggi Woodcrafters Health and Safety policy as revised in 2015, as well as other accepted and appropriate first aid practices.

The First Aid Kit:

This is comprehensive and located on the wall just inside the door of the meeting room. This kit includes a range of bandages, band aids, antiseptics, swabs, eye wash, tweezers, scissors, latex gloves, Ventolin inhaler, a manual on CPR and defibrillation, etc.

Any usage must be documented (even bandaids) so that items can be replaced or supplemented. All members should make themselves aware of this location.

Spares/replacements for First Aid Kit:

Responsible person – Lionel Wood

Extra towels are located on the shelf immediately under the First Aid Kit

If the defibrillator is used, the shock pads must be discarded and the reserve set added to the unit's case. It is essential that a new set of pads is then ordered.

Defibrillator (AED):

Located beside the First Aid Kit - on the wall just inside the door of the meeting room. Note, the Club has a DVD showing the operation of the AED, which all members should take the time to view. However the unit is automatic and the audible instructions at the time of an emergency clearly indicate what has to be done. If possible a First Aid trained person (who has been trained in the use of an AED) should operate the defibrillator. Also note that this unit is in an alarmed cabinet and will alert others when it is opened.

Application: The AED should only be used on a person who is unconscious or not breathing normally. In this circumstance, CPR should have commenced and 000 called. In every instance, first-aiders should rest assured that the AED is automated and will only deliver shock if required.

First Aid Blanket, pillow and thermal blanket:

On a hook/shelf below the first aid kit.

Bucket, Mop and cleaning materials:

In the meeting room – rear right corner. Cleaning materials and disinfectant are located in the cupboard under the kitchen sink.

Accident/Serious Injury Register:

Any accident that requires a doctor, ambulance or hospital treatment must be detailed on a form from this register. It is the responsibility of the appropriate workshop supervisor in liaison with the Safety Officer to make sure this is completed. Please ensure it is detailed and accurate, as this is a legal document. The folder is filed on top of the bookcase.

Incident Report:

Following any injury, near miss, property damage, environmental issue or other health and safety related incident, an Incident Report must be completed and filed. This should be signed off by the

workshop supervisor in charge at the time, a witness or other authorised Club member. The folder is filed on top of the bookcase.

First Aid Register:

Any incident that requires first aid treatment of any kind, but does not meet the requirements of the Accident Register must be detailed and signed off in this register. Completing this register also helps us to keep first aid stocks at an appropriate level. The Register is kept on top of the First Aid cabinet.

Members with current First-aid training:

The following members have completed site-specific Level 1 first aid training in July/August 2017 and can be called upon to assist in cases of emergency. The names of these people will be listed on the outside of the First-Aid Kit. Please note, although those listed are trained in First Aid procedures, they may not feel comfortable in taking over the lead in an incident. However they would at least be expected to offer their knowledge, advice and support.

Lionel Wood
Alan Hurst
Lex van Saane
John DiStefano
Neil Bateman
Alan NcNaught
Robert Millard
Ray Oram
Syd Gordon
Geoff Barker
Ric Fallu
Allan Morcom
Marion Kerry
Jannice Aucote
Mike Tesch

Club Location for Emergency Services: [Rear of Jean Meltzer Centre, 239 White Road Wonthaggi](#). Nearest intersecting streets are Sherwood Court and South Dudley Road.

How do we contact Emergency Services?

Access to a phone is essential. As of August 2017, the Club has a mobile phone available, but it must be kept charged to be of value. The number is: **0490835984** Many members also carry mobiles and the office of the BCAEC is open from 9am to 5pm Monday to Friday.

Instructions for emergencies:

What type of emergencies may we possibly encounter?

1. Serious injury events -

- 1.1. This could include trauma of various kinds including impact related, cuts and contusions, broken bones, electrocution, etc.
- 1.2. If it is considered an emergency, call 000 immediately.
- 1.3. NOTE - The treatment of serious injury must take precedence over decontamination and containment.

2. Medical -

- 2.1. This could include heart attack or stroke, medication related issues, fainting, heat exhaustion, poisoning, severe asthma attack, severe allergic reaction or other personal medical episodes.
- 2.2. If it is considered an emergency, call 000 immediately and request an ambulance.
- 2.3. In the case of suspected poisoning, also call the POISONS HOTLINE on 131126

3. In the case of 1. or 2. above -

- 3.1. Latest emergency contact names and phone numbers list is on file in the meeting room.
- 3.2. For any emergencies please note the procedures when blood is involved.

4. Fire -

- 4.1. Employ immediate evacuation and ensure that all people signed in on the day or otherwise on-site are directed out of the building.
- 4.2. Concurrently, and/or in immediately after evacuation, call 000 as a matter of urgency.
- 4.3. We will use the denoted BCAEC emergency evaluation area.
- 4.4. Inform BCAEC administration staff and U3A staff who are on-site at that time.
- 4.5. See guidelines 8. on returning to the premises after an emergency.
- 4.6. NOTE – all buildings and immediate surrounds of Wonthaggi Woodcrafters are strictly non-smoking.

5. Explosion and/or bomb threat -

- 5.1. Same as per fire procedures.
- 5.2. With bomb treat, it is essential to notify any other groups on the BCAEC site as a matter of urgency.
- 5.3. See guideline 8. on returning to the premises after an emergency.

6. Hazardous substances, gas leaks or chemical spills -

- 6.1. Although such an event is unlikely at our premises, precautions must be taken and procedures be acknowledged.
- 6.2. Prevent further spillage or leakage if possible and it is safe to do so
- 6.3. Eliminate all ignition sources from the spill area and evacuate the area if necessary
- 6.4. Soak up spill if possible and do not allow re-entry into the area until the spill is cleaned up fully.
- 6.5. NOTE - Any hazardous chemicals stored for any reason must be approved specifically for need and use by the Committee and a secure storage place designated.
- 6.6. See guideline 8. on returning to the premises after an emergency.

7. Natural disaster and/or security emergencies -

- 7.1. In our area this may include flood, bushfire or earthquake.
- 7.2. Security emergencies may include attempted theft/robbery, break-in or assault.
- 7.3. Most disasters of this kind will be notified in advance and members will be notified that the Club premises will be closed for the period of danger.
- 7.4. Procedures as for Fire will be followed, except if the evacuation area is considered unsafe, in which case members will be directed elsewhere.
- 7.5. See guideline 8. on returning to the premises after an emergency.

8. Note: In the case of points 4, 5, 6 and 7 above, no-one should re-enter the premises for any reason without the express permission of Emergency Services ie. Fire Brigade, SES or Police, if they have been involved at the scene.

9. Procedures when contact with blood or other bodily fluids is possible -

- 9.1. When dealing with a patient and in cleaning up afterwards, ensure protective latex or nitrile gloves are worn. Protective face/eyewear is also highly recommended if there is any potential blood spray or splashing.
- 9.2. After incident clean-up –
 - 9.2.1. Block or delineate the area to ensure contamination is not spread.
 - 9.2.2. Cover the spill in durable cloth towels to soak up as much blood as possible.
 - 9.2.3. Pour a registered disinfectant product with a broad spectrum kill claim onto the area of the spill and let it soak for ten minutes. Once this time has elapsed, you should work from the outside toward the centre while scrubbing the area with durable cloth towels.
 - 9.2.4. Dampen some more cloth towels and treat the area of the blood spill once more. Allow the area to dry.

- 9.2.5. Use the registered disinfectant product with a broad spectrum kill claim to decontaminate any reusable equipment, such as dustpans, brooms, buckets, tongs, etc.
 - 9.2.6. Do a last check of your body for any contamination. Whether blood managed to splash onto your shirt or the back of your elbow, it's important to recognize if you've been exposed. It is strongly recommended that you have a colleague assist you with this step of the procedure.
 - 9.2.7. Thoroughly wash your hands and arms with warm water and disinfectant soap. After a vigorous washing, you may even want to consider using disinfectant wipes as a secondary measure.
 - 9.2.8. Throughout the process, if any blood gets onto your person, ensure it is washed off as soon as possible.
- 9.3. ENSURE ALL CONTAMINATED MATERIALS ARE WELL SEALED IN BAGS AND THEN DISPOSED OF APPROPRIATELY.

WHO IS RESPONSIBLE IN THE CASE OF AN EMERGENCY?

It will generally be expected that the lead Workshop Supervisor will take control of the incident procedures, unless the Club Safety Officer or a more suitable/experienced/first-aid trained person is in attendance.

Any alarm will generally be given orally. If an emergency exists, the first person that identifies the emergency will give the alarm and respond as directed by their workshop supervisor.

The **lead supervisor** in the workshop at the time will:

1. Order and supervise any evacuation.
 - a. Go to point 4.
2. For a medical or serious injury event, if first-aid trained, attend to any patient or allocate another person to take over first-aid treatment.
3. Allocate people to assist in various ways eg. getting medical supplies or equipment, pillows, blanket, ice-pack, defibrillator, CPR mask, Ventolin inhaler, etc.
4. Nominate someone to call 000 and/or
 - a. Other important numbers -

WONTHAGGI POLICE	5672 1222
WONTHAGGI HOSPITAL	5671 3333
POISONS HOTLINE	131 126
SES:	132 500
ADULT EDUCATION CENTRE:	5672 3115
5. Allocate someone to meet and direct emergency vehicles and ensure ease of access.
6. Keep bystanders and onlookers at an appropriate distance.
7. Notify BCAEC or U3A as required.
8. Take notes of the event or allocate someone to do so, so that this can be given to emergency services and also for use in Club forms and records. This should include what happened, who the patient is and contact numbers, symptoms, any known related medical history, what treatment has already been applied.
9. Collect the sign-in book, ensure everyone has left the buildings and is present at the evacuation area in case of points Emergency Situations 4, 5, 6 or 7.
10. **NOTE:** Once Emergency Services arrive, provide them with appropriate information and take all direction from them.
11. **Club Mobile Phone – Number: 0490835984** Although many members carry a mobile phone, as of August 2017 the Club will have a mobile phone available for outgoing emergency calls only, however this may include getting in touch with patients' nearest of kin, spouse/partner or relative. This phone will be continuously on charge and will be located near the first aid kit. On the wall adjacent is a set of guidelines for use of this phone. It is not meant for anything other than emergency outgoing calls, however may be used for urgent incoming calls, keeping I mind that it may not be answered if nobody is in the

meeting room. This phone number will be distributed to all members, but only in exceptional circumstances to others.

Where is our evacuation area?

The area designated for evacuation by the BCAEC will also be our evacuation assembly point. For their staff and students it is the front car park of the centre. However if this is perceived as still being within the danger zone, another location will be designated by the lead workshop supervisor or the Club Safety Officer.

When can members return to the buildings after an evacuation?

Only when approved by emergency services officers if they are in attendance or in the case of a minor event, the Club's Safety Officer, the lead Workshop Supervisor or the BCAEC manager (whoever is the relevant person in charge).

Where are fire extinguishers located?

It is essential that ALL members know where fire extinguishers are located and how to activate them. This will be put on a floor plan, together with location of first aid kits, defibrillator, emergency stop buttons, etc. and distributed to all members once this Action Plan is approved by Committee.

Turning workshop- Two extinguishers

Meeting room – One extinguisher

New shed – To be decided before the shed is in use.

1. The type of fire extinguishers we have at our premises are dry powder ABE.
2. Note – at no time should any fire extinguisher be made inaccessible by location or storage of items, furniture or machines.
3. All emergency fire equipment is checked twice yearly by CFA Client Services.

Where are the emergency electrical cut off buttons for machines located?

Turning workshop – One – near the north side double doors

Two – beside the main turning room access door on the east side.

Location of the main electrical circuit board and how/when power should be cut off:

This is located on the wall in the north-east corner of the turning workshop. Only the lead Workshop Supervisor in attendance should make the decision to cut power. This could be in the case of fire, electrocution or threat of electrocution.

NEW SHED:

When the new Shed is completed, it will be necessary to fully revise this Action Plan.

1. However, notwithstanding that, the Plan should be revised annually or where major changes occur to Club infrastructure, equipment, policy or management.
2. When any changes are made, a copy of this plan must be made available to all members.
3. Up-to-date copies should also always be available at the Club in document storage trays, with first-aid kit and a copy provided to the BCAEC Manager.