



WONTHAGGI WOODCRAFTERS INC.

ABN 45927001039 **ACN** A0019155N

Jean Meltzer Centre
439 White Road (P. O. Box 477) Wonthaggi 3995

NEW MEMBER GUIDANCE NOTES

Revised February 2018



Australian Men's Shed Association
SHOULDER TO SHOULDER





WELCOME!

On behalf of the President and Committee of the Wonthaggi Woodcrafters Inc., we welcome you as a new member. The information contained in this document is intended as a guide to what you can expect to find at the Club, and what we expect from you as a valued Member.

The Club

Wonthaggi Woodcrafters Inc. (the Club) is an incorporated body under Victorian law, and has charitable tax exemption as part of that incorporation.

The Club was incorporated in April 1989, starting with 14 members, and has been growing steadily ever since. It was started by a group of 'woodies' primarily interested in woodturning, but they had the foresight to name themselves as WOODCRAFTERS, ensuring that many types of woodcraft would be taken up by future members. We're privileged and proud to have several inaugural members still part of the Club.

The Club is governed by a Committee, comprising President, Vice President, Secretary, Treasurer and six ordinary members. Make sure these Committee members become known to you. A 'rogues gallery' photo board is displayed in the meeting room.

Membership comprises both men and women and is presently around 80 including honorary members.

Wonthaggi Woodcrafters Inc. is also a member of the Australian Men's Shed Association and the Victorian Men's Shed Association.

Club Fees are currently set at \$50 per year and these are reviewed annually at the AGM. There is a one-off fee of \$10 at joining, to cover the cost of your Club badge.

The club financial year is 1st July – 30th June.
The Annual General Meeting is in August/September.

Current Club Committee Members

President: **Hartley Tobin**
Phone: 5997 6328

Vice President: **Neil Bateman**
Phone: 5672 3229

Secretary: **Lex Van Saane**
Phone: 5674 6634

Treasurer: **John DiSteafno**
Phone: 0481 480812

Committee: **Grant Crocker**
Phone: 5672 4764

John Davies
Phone: 5655 2027

Sydney Gordon
Phone: 0434 614 573

Alan Hurst
Phone: 5674 2324

Neil Lenne
Phone: 5678 5736

Lionel Wood
Phone 5672 2029



Club Programs and Times

Currently, the club conducts workshop sessions to support woodturning, segmented turning, toymaking, scrollsawing, bandsaw box making, furniture making and pyrography. Should you be interested in any of these, make sure you contact the coordinator of that skill as listed below. If there is space, members may choose to attend more than one session weekly. However the priority is to give each member the opportunity to attend one session.

The Club is now open each day Monday to Friday – see session times below.

Woodturning: Regular sessions

Mondays:	9:00 a.m. – 12:00 p.m.	Contact Neil Bateman:	5672 3229
	5:00 p.m. – 8:00 p.m.	Contact John Distefano:	5678 3294
Wednesdays:	1:00 p.m. – 4:00 p.m.	Contact: Ray Oram::	5662 4181
Fridays:	9:00 a.m. - 12:00 p.m.	Contact Neil Bateman:	5672 3229
Segmented Turning:			
Fridays:	9:00 a.m. – 12:00 p.m.	Contact : Alan McNaught	56574 2457

Woodturning: On demand sessions

Fridays:	1:00 p.m. – 4:00 p.m.	Contact Hartley Tobin:	5997 6328
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Toy Group:

Tuesdays:	9:00 a.m. – 4:00 p.m	Contact Ron Snooks:	5672 2113
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Pyrography:

Fridays :	1:00 p.m.- 4:00 p.m.	Contact Michael Bladen:	0428 270 850
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Scrollsawing:

Wednesdays:	9:00 a.m. – 12:00 p.m.	Contact Ray Oram:	5662 4181
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Bandsaw Box Making (on demand session only):

Mondays:	1:00 p.m. – 4:00 p.m.	Contact Marion Kerry:	0409 010843
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Joinery and small furniture making:

Thursdays:	9:00 a.m. – 12:00 p.m.	Contact Robert Millard:	0418 565 467
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When you have been ratified as a member, there is a fee of \$5:00 payable prior to each workshop session you attend to cover costs. However even when using free sessions, it is essential that all participants sign in for Insurance purposes. The book for this purpose is in the club meeting room.

General Information -

Meetings

Regular Club General Meetings are held at 1pm. every second Monday of the month, with a Committee Meeting on the first Monday of the month. All members are encouraged to attend General Meetings, which include discussion of Club business, Show & Tell and, on occasions, a guest speaker.

Morning Teas, Lunches, BBQ's

There are mid-session tea breaks for members during workshops, with tea, coffee and biscuits provided, plus the opportunity for lots of talk and good companionship. Members not attending workshop sessions are also welcome to come along for a cuppa and a chat.

There is a BBQ lunch (sausage, onion, bread and sauce) on General Meeting days, prior to the meeting at 12:00 pm.

Car Parking

The Club premises are situated on Bass Coast Shire owned land, which is in turn managed by the Bass Coast Adult Education Centre. Club members should park their vehicles as close to the club rooms as possible.

Club Activities

Sales events with a large range of items created by Members are conducted 4 times a year – at Christmas, Easter, Queens Birthday weekend and Melbourne Cup weekend. The toy makers conduct events at many venues including Churchill Island and The Vietnam Vets Museum. They also have school groups visiting the Club from time to time.

The Club has trips away from time to time.

To keep fees as low as possible, the Club conducts a number of Bunnings BBQs throughout the year.



These events things as well as demonstrating at markets and festivals whenever possible, organized bus trips to the Melbourne Woodshow, Carroll's and Pop's Shed, etc., add to the social focus and community interaction that our Club prides itself on.

Expendable items

Items such as sandpaper, sanding discs and belts, superglue, end-grain sealer and polishes are purchased in bulk allowing for considerable savings. These are on-sold at cost price to members. See the Session Supervisor to purchase any items you require.

Club tools and consumables

- Club woodturning tools and consumables are available to new members or to existing members where they may have forgotten to bring them.
- Once established, Members are expected to bring their own turning tools, consumables and other equipment to each session.
- Generally, Club tools, machinery, accessories or other equipment may not be borrowed by members for home use unless express permission is given by the Committee. The exception is the screw-on/glue-on faceplate rings which may be taken home for sufficient time to complete the item to which they are attached, but the session supervisor must be informed and a record kept.

Demonstrations

Conducted by established woodcrafters and invited guests, demonstration days or sessions are organized from time to time at the Club and members and guests are encouraged to attend.

Our monthly Club newsletter – “The Wonthaggi Woody”

This comprehensive Newsletter is distributed to all members by email each month. If you don't have an internet connection, please let the Secretary know, and you may pick up a copy of the Newsletter in the Club meeting room.

Website and Facebook page

The Club has a well-established and informative website www.wonthaggiwoodcrafters.com.au
All Members are encouraged to check the website on a regular basis to keep in touch with what is happening around the Club. A gallery, items for sale, Club history and a Newsletter archive are some of the features. You can 'like' us at our facebook page www.facebook.com/wonthaggiwoodcraftersinc

Personal Health, Safety & Hygiene

Jewellery

Rings and necklaces should not be worn around machinery, as these have the potential to get caught in moving parts and cause serious injury. Long hair should be tied back.

Personal Protective clothing, equipment & footwear

- Suitable clothes must be worn around machines. Do not wear loose clothing or sleeves, as these may catch in moving machinery. Short sleeves are preferable.
- Approved goggles or facemasks must be worn when using lathes, or where flying particles may be ejected from any machine.
- Although most machines are connected to dust extraction systems, it is strongly suggested that breathing protection such as dust masks be worn when machine sanding or where dust will be emitted from work being done.
- Suitable work boots or shoes must be worn – steel toecaps are preferable if owned. No thongs, or sandals are permitted in the workshops.

Smoking

The club has a “Strictly No Smoking” policy in and immediately surrounding the Club buildings.

Housekeeping

- Club rooms and facilities are expected to be kept clean and tidy at all times. Whoever uses a machine or working area is responsible for cleaning up that machine and its surrounds at the end of a workshop session, using brushes, brooms, vacuums and bags provided by the club.
- Machines with communal use, such as band saws and bench grinders, should also be cleaned up by members involved in the workshop session.
- Club tools and equipment all have a place, and are expected to be returned to that place after use.
- Photocopier/printer – should only be used if you have been shown how. See the Secretary or Treasurer to get some training in its use.



Toilets and Lunch/Meeting room

- Toilets are situated to the west of the courtyard in front of the turning workshop. Please note these are council owned, are jointly used with BCAEC and U3A and should be treated with respect.
- Our lunchroom is a part of the main meeting room. Tea and coffee are always available. Biscuits are also available at tea breaks. A small food heating oven, microwave and toaster are also available.
- There is an in-line hot water.
- For health reasons, all members must wash their own dishes with detergent and hot water immediately after use.
- The refrigerator is for Club requirements and for milk and drinks; however members may use it for personal storage of lunches etc., but not for long-term items.

Club Library

There is a Club Library situated in the rear corner of the main meeting room. This library has an extensive catalogue of books, magazines and DVD's concerning all forms of woodworking. Members are encouraged to browse through the library, and can borrow items on a short-term basis – all items must be signed out and signed back in to the library loan book situated on the central shelf.

Members are encouraged to read/peruse books whilst at the Club, as long as they are returned to the appropriate library shelf.

General Behavior

Courteous and safe behavior is expected at all times, in all areas of the Club facility. Horseplay or dangerous practices in and around workshops will not be tolerated.

General Safety in the workplace

OH&S

The Club (as an incorporated body) is subject to the Victorian OH&S Act (2004) and subsequently the club endeavors to incorporate all of the required codes of practice impacting on the work carried out by members within the club.

Safety Policy

The Club has a Safety Policy that includes a guide to ensure that all members and visitors to the club are protected as far as possible at all times. All members attending workshop sessions must sign the attendance book for insurance reasons.

OH&S Officer

Lionel Wood is the club OH&S Officer. Any problems or questions regarding OH&S should be referred to him.

Hazard Identification

Should a hazardous situation be found, it should be reported immediately to the supervisor in charge of the session, and the hazard made safe or isolated until it can be fixed.

Maintenance issues

Any malfunction, fault or damage to equipment or machinery must be reported immediately to the supervisor of that session. Upon assessment, the supervisor may choose to repair or isolate the equipment. For machinery or major items, a report must be made by the supervisor, to the OH&S Officer, or to Maintenance Officers Neil Lenne or Neil Bateman, so that necessary options can be assessed. All major repairs/replacements must be approved by the Club Committee. Emergency repairs may be expedited by executive approval.

Safety around machines

Woodworking machines can be dangerous if not used correctly. DO NOT use any machine until your instructor has explained the safe and correct use of the machine, and you are sure that you understand. If in doubt, ASK. There is a document on the noticeboards - "Turning Workshop Etiquette", that explains in detail what should and should not be done around lathes, please ensure you read it.

Emergency STOP buttons

These buttons are located in the wood turning room adjacent to exits and can be employed in the case of an emergency.

Electricity to machines must only be reset by a supervisor.

Other isolation situations

- At the end of a session, the machine or electrical tool you are using must be *switched off and unplugged* from the wall to prevent inadvertent starts.
- At tea breaks, all machines (including dust extractors) and lights (except during evening sessions) must be switched off at the wall.



- Never make adjustments to belt speeds, or other adjustments where hands can be trapped by moving parts, without switching off and unplugging the machine.
- At the end of a session, the workshop supervisor will ensure the workshop is isolated at the master switch if applicable.

Noise

Some tasks carried out around the Club can be noisy – e.g. routing, sawing, thicknessing, etc. Suitable earmuffs or earplugs must be worn by the operator when undertaking these tasks and other members must wear hearing protection if working nearby. Preferably, the work should be done where other persons will not be affected by the noise. Ear muffs are generally available at the Club for purchase. Ask your supervisor.

Electrical Safety and PETE tests

- All electrical equipment used within club premises (including personal gear brought to the club), or used in club sanctioned displays or demonstrations away from the club premises, will be properly Potentiometer Electrical Test Equipment (PETE) tested and tagged. You should look for an in-date tag on the cord of any electrical appliance within the club, and if not so tagged, the workshop session supervisor should be notified.
- Always switch the power OFF and remove the cord from the switch before attempting any adjustment to electrical equipment.
- Electrical cords and extension leads should never be left on the floor. They are both a tripping hazard and an electrical safety hazard.
- No member should attempt to repair machinery or equipment in any way unless they:
 - Are assigned the task/role by the Club Committee
 - Have the express permission of the Club Committee or a member of the executive, or
 - Are a suitably trained and licensed electrical repairer.

Emergency Procedures

What are emergencies?

The club has considered the following emergencies as foreseeable and practically possible, and put procedures into place to deal with them:

- Evacuation Emergencies (Fire, Flood, Chemical)
 - All members should make themselves aware of where fire extinguishers are located
- Medical Emergencies (Heart attack, stroke, etc.)
 - A defibrillator is located in the meeting room and members will have the opportunity to be trained in its use as well as broader first aid procedures
- Accidents & Incidents
 - First Aid Emergencies
 - Medical evacuation Emergencies
- Other Emergencies (personal attack, threats, burglaries, etc.)
- All accidents(minor and major) must be recorded in the incident report books in the meeting room.

Emergency Preparedness

- **Evacuations:** Where an evacuation is considered necessary, the supervisor in charge of the session assumes command of the members and visitors present, and must ensure all are evacuated to the emergency assembly area, which is the extreme end of the carpark to the East of the Woodcrafters buildings. That supervisor will also ensure that the appropriate emergency services are notified by calling 000.
- **Medical Emergencies:** The session supervisor will immediately call 000 for an ambulance and take whatever other appropriate action is required.
- **First Aid Incidents:** First Aid Kits are available in both the workshop and the lunchroom. All members should make themselves aware of the locations. Should these need to be used in any way, details must be provided in the report book kept with the first aid kit.

Emergency reporting

Following any emergency situation a written report must be provided to the OH&S officer for record *keeping*.

Risk Management

Working Alone

Club policy states strictly that no person is to work alone. Another Club member must be present in the workshop or vicinity of work being done under club auspices by any Club member or visitor to the club.



Work Instruction

As a new member, you will be inducted on the safe operation of machinery and equipment, and informed of acceptable club work practices. Do not attempt to operate machinery or try new skills unless you have been shown the safe way to do it, or have demonstrated to a supervisor that you possess the skill required.

It is your responsibility to ensure you understand what is being taught, demonstrated or explained. Remember, if ever in doubt, ask questions or for further support.

Work Improvement reporting

If you see an unsafe act, where a fellow member or a guest is placing themselves and/or others in danger, first assist and explain the issue to the person who has committed the act, and then report it to the supervisor in charge of the session so that the person can be provided with corrective training. This is not dobbing someone in – it is helping to ensure our workshops are as safe as possible for everyone. Training will be conducted where required for general improvement of workshop safety.

If you see an unsafe condition, ensure there is no risk to yourself or others and immediately report it to the supervisor in charge of the session so that the condition can be rectified.

Club Responsibilities

Evaluation of Current skills

Your current skills will be evaluated by senior members of the club, and a suitable training regime discussed with you to ensure you have maximum enjoyment while gaining new skills in a safe manner.

Training

The club will ensure that a suitably skilled member is supporting you, and passing on safe work practices as you progress with your work. We would expect you will want to learn how to operate new machinery, and it will be part of our responsibility to ensure you gain these skills, incorporating optimum safe work practices at the same time.

Ongoing evaluations

You will be evaluated on your new skills as you progress, and you will be “passed out” as a competent operator of particular machinery or processes as you gain those skills.

Club Records

Records of inductions

After you have been inducted, the completed and signed induction record form will be handed to the Secretary as a record of your induction. For legal and insurance reasons, this will be kept in Club files for as long as you remain a Member. You have the right to see any record of your training at any time.

Further records of outcomes from training, work improvement records, or any other club activities are also recorded in the minutes of Committee meetings. You are welcome to look at copies of these at any time.

Minutes of meetings and copy of the constitution

A copy of the club constitution, along with the Minutes of all Committee and General Meetings are kept in the Club Meeting room for your perusal at any time. Because these must be available to all members, they should not be taken from the Club. If you require a copy of any of these, see the librarian or an Executive member to have a copy made.

Copies of Newsletters

From 2012 forward, copies are available in the Club Meeting room, but are also archived on our Website.

Once again, welcome to your club. We are very glad you have chosen to become a member of the Wonthaggi Woodcrafters Inc.