

Woodturners Society of Queensland Inc

Workshop Code of Conduct

The WSQ workshops at 19 Pine Street, Greenslopes have been established to provide a safe environment for learning and practising the art of woodturning (and associated woodcraft) under the supervision of experienced Convenors. By observing the Workshop Code of Conduct, as detailed herein, members and visitors will obtain maximum benefit from the facilities provided.

Workshop Hours of Operation: As determined by the Management Committee from time to time and as published in the monthly newsletter and / or displayed at the workshop entry.

Convenors:

- Have full authority to control all matters in the workshop and any reasonable directives issued by them must be complied with unreservedly.
- Supervise all workshop activities.
- Provide expert guidance to members on safe use of machinery, tools and equipment.
- Initiate repairs to defective machinery/equipment.
- Endorse Incident Report Forms as necessary.

Members: Members must -

- Sign in the Attendance Book, pay set fee **per session** whether or not using machinery, tools etc and sign out on leaving (essential for building evacuation purposes).
- Adhere to any guidelines which are in place, e.g., COVID Safe Plan.
- Wear name badge which, if appropriate, show which classes of machinery, the member is accredited to use.
- Not operate any machinery unless accredited to do so.
- Not remove any machine plug/switch lock unless duly authorised to do so.
- Observe any and all warning / cautionary signs.
- Check all machinery prior to use, report any faults to Convenor and if necessary, place a "Do Not Operate" sign on the faulty machine.
- Wear a high impact face shield when operating **ALL** machinery and equipment (lathes, band saws, bench grinders etc).
- Wear enclosed footwear (preferably sturdy boots).
- Wear dust mask and hearing protection (ear muffs / ear plugs) as appropriate.
- If operating a machine, on completion of the workshop session, turn off the machine, return any club tools and accessories (chucks etc) to Tool Store and ensure the work area is left in a clean and safe condition. In this regard the air compressor, if used for cleaning a lathe or machine, should be used sparingly and not used to "sweep" the floor.
- If observing an actual (or potentially) dangerous situation developing at a machine site, request the operator to immediately turn the machine off and then seek Convenor assistance.
- Complete and lodge an Incident Report Form in the event of an incident (or "Near Miss") occurring in the operation of machinery / equipment.
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- **Not operate the Micronair dust extraction system other than strictly in accordance with the directions posted adjoining the system's Control Panel.**
- Unless a Convenor on duty, refrain from giving unsolicited advice, no matter how well intended, especially to new members, as mixed messages can cause confusion and lead to incorrect, and **potentially unsafe**, tool, machinery or equipment usage.
- Not fool around in the workshop.

Visitors: All visitors must-

- Sign in when entering workshop (no fee payment necessary) and sign out when leaving.
- Adhere to any guidelines which are in place, e.g., COVID Safe Plan.
- Not stand too close to any working equipment or in line with turning object on lathe.
- Not distract the machinery operator by talking to him / her when machine is in operation.
- Not operate any machinery or equipment in the workshop without the express permission of a Convenor.

All Persons in the Workshop: All persons should-

- Treat their fellow workshop users with proper respect and consideration.
- Think Safe andAct Safe ...at all times
- Enjoy their workshop experience!!

Reviewed and re-affirmed by the Management Committee this 10th day of June 2023.

Mike Dunne
President