

PORT STEPHENS COMMUNITY WOODWORKERS INC.

RULES OF CONDUCT POLICY

1 Persons wishing to use the woodworking machines and equipment in this workshop **MUST** be a financial member.

2 persons wishing to display and sell articles in the Art Centre must be a financial member of the Port Stephens Community Arts Centre Trust.

3 Members on arrival at the workshop must sign the attendance book and pay the Attendance Fee.

The current Fee is \$2.00 per session:-

- (a) Morning 9.00 a.m. to 12.00 noon.
- (b) Afternoon 12.00 noon to 6.00 p.m.
- (c) Evening 6.00 p.m. to 10.00 p.m.

Afternoon and Evening sessions have to be arranged with a Duty Officer who has a door key and that there must be 2 members present at all times.

4 Power machines must not be used **UNLESS** there are at least 2 members present. The Duty Officer can be one of the 2 members.

5 Before operating machinery members **MUST** be certified as competent to use that item of machinery and his/her name is recorded in the register of "Certified Members".

6 All items of equipment (tools) taken from the Tool Store for use in the workshop **MUST BE RETURNED** to the Tool Store after use.

7 Members **MUST** clean their work area, which includes the machine being used, the work bench and the surrounding floor.

8 Members who bring timber into the workshop must take all off cuts home to be disposed of. Other timber off-cuts are to be placed in the appropriate bin or added to the firewood heap outside the workshop.

9 All members are advised that they are obligated to obey the directions of the Safety Officer and/or Duty Officer in regards to the Safety Management Systems adopted by the Club in regards to:-

- (a) Use of Machinery
- (b) Protection to eyes
- (c) Protection to hearing
- (d) Protection against air born Dust
- (e) Protection to ones Skin

10 Wear suitable clothing including footwear. No thongs or long loose sleeves. Caps, hats or hair nets need to be worn to protect long hair.

11 Vehicle parking is permitted in the flat area adjacent to the Potters Shed which is shared with the potters and others or the area adjacent to our basement. The Driveway must be kept clear unless loading or unloading materials. Preference should be given to the Potters for parking on Tuesdays.

12 The Duty Officer is responsible for opening the workshop in accordance with the Duty Officer functions and to make sure all attending members:-

- (a) Sign the attendance book on the appropriate date
 - Record his/her membership name and number
 - Record his/her time of arrival
 - Record his/her time of departure
 - Record his/her attendance Fee (\$2.00 at present)

13 Members report to the Duty Officer regarding any machine that is not working correctly and to place a non working Tag on the machine.

14 There is a mobile phone in the workshop (no. 49849728) which is available for use by members to call an Ambulance or workshop related matters with the Duty Officers permission.

15 This is a non **smoking and non alcoholic** workshop.

16 Members are required to keep the surrounding area clean and tidy, so use the appropriate garbage bins. Members where possible are asked to take home some of the rubbish and deposited in home garbage bins to be collected by Council.

17 Tools must be used in the Workshop only and cannot be taken for home use. Tools and you are only insured whilst used in the workshop.

18 Members are asked to assist the Duty Officer to open and close the workshop in accordance with the "Duty Officer Duties".

19 Members are required to be familiar with all Club Policies:-

- (a) Safety Procedures for the Use of Machines in the Workshop
- (b) Duty Officer Duties
- (c) Electrical Policy
- (d) Hazardous Substances Policy
- (e) Machine Maintenance Policy
- (f) Fire protection Policy

20. Members are expected to work together in a courteous and cooperative manner and refrain from any behaviour which may be construed as offense, bullying or harassment.