

Mangawhai Shed Incorporated

The following Policy documents are live documents subject to regular review and development.



Health and Safety Policy

The Mangawhai Shed Committee recognises it has a Duty of Care under the Health and Safety Act 4th April 2016 and therefore supports the following safety principles:

- MSI will, through its policy and procedure, proactively identify and manage risk so that its members remain safe and healthy. Injuries are preventable.
- Accidents are to be reported to the Supervisor of the day and investigated to enable improvements to be considered.
- Individuals are encouraged to take a joint responsibility for ensuring their own and others' safety.
- Protective equipment is to be provided and used at the appropriate time.
- Users are to be informed of potential hazards and hazard controls.
- Individuals are to be assessed as to their experience and knowledge, and instructions provided as necessary.
- Should a contractor be engaged to work at MSI that contractor will ensure the work activity does not affect those in the vicinity.

Name:..... Signature:.....

Position:..... Date:

This policy to reviewed bi-annually or any other period defined by the committee

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PROCEDURES

It is expected that the following procedures will operate and be actively supported by members

(MSI is currently working with Site Safe New Zealand Inc to ensure accreditation under the governments 'Worksafe' scheme to ensure the safety of its members) the following is list of documents that are currently being developed)

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MANGAWHAI SHED WORKSHOP SAFETY RULES

Whilst further more detailed procedures are being developed the following defines minimum workshop expectations

You are responsible for your own safety

Clean hands on entering/leaving workshop

Wear sturdy shoes

Tie back all long/loose hair and/or loose clothing

Wear safety glasses or ear defenders as required or instructed

Do not use equipment or machinery without instruction

Do not do anything you do not understand

When in doubt ask, ask, then ask again

Keep work surface tidy

Clean up at the end

....have fun, keep smiling!

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Financial Management Policy

The MSI Treasurer is responsible for overseeing the financial status of the MSI and ensuring that it operates within a responsible, sustainable financial framework. The process includes:

- Considering operational costs such as insurance, electricity, member amenities
- Estimating income such as the sale of products either donated to or produced within the Shed, fundraising activities, financial donations, grants.

MSI provides members with access to amenities and a range of tools, equipment and consumables to support Shed activities. These Shed activities may include:

- Manufacture of products for the purpose of sale to generate Shed income
- Manufacture of products on behalf of requests from the community
- Members pursuing personal projects.

Please Note: MSI does not support members manufacturing products using Shed resources and then selling the products for their personal financial benefit. This is not in the spirit of the MSI.

Donated Tools & Equipment All materials, equipment and tools donated to the Shed become assets of MSI. These Assets are to be handled in such a way that the Shed and Members achieve the best benefit from them.

Name:..... Signature:.....

Position:..... Date:

This policy to reviewed bi-annually or any other period defined by the committee

PROCEDURES

It is expected that the following procedures will operate and be actively supported my members

Re: Membership receipts

All paid members must be issued a receipt for membership fee's ideally immediately but not less than 14 days after payment.

The receipt to be issued by the nominated member assigned to this role as agreed by a majority of the committee.

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Re: Expenditure

Expenditure made for and on behalf of the Mangawhai Shed should always be agreed in advance at a committee meeting but recognises that certain circumstances require greater expediency. In such cases the Chair or Treasurer can make payments to the following limits

Limit	Agreement secured from	method
0 - \$50	One other committee member	verbally
\$51 - \$200	Two other committee members	verbally
\$201 - \$300	Two other committee members	Written (email acceptable)

Re: Asset Register

The committee must nominate one member to record the following details for all donations or gifts to the Mangawhai Shed

1. Date received
2. Name and signature of donor
3. Brief description of item including serial numbers if applicable
4. Details of any repair/testing required
5. Nominal value
6. Disposal date
7. Value realised

This register is to be kept up to date by the nominated member.

This register is intended for tools and equipment not materials or sundry supplies.

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DRUG & ALCOHOL POLICY

Introduction

Working while you are under the influence of drugs or alcohol can put you and your fellow members at risk.

You are more likely to have poor concentration; be careless, take risks or make errors in judgement. Mangawhai Shed Inc (MSI) is committed to a drug and alcohol-free site to help ensure a safe working environment for everyone. As a member or visitor, you are also personally responsible for your own safety.

Under the Health and Safety at Work Act (2015) you must take reasonable care that others are not harmed by something you do or don't do.

Key points to remember:

- Never work while affected by alcohol or any drug or medication that may impair your judgement, performance or behaviour.
- The use, manufacture, sale, purchase, transfer or possession of prohibited drugs or alcohol, on MSI property is strictly prohibited. This ban includes drug paraphernalia.
- Breaches of this policy will likely lead to disciplinary action, the outcome of which could lead to cancellation of membership and banning from the premises.

Purpose

The purpose of this policy is to outline our expectations and the framework that supports our objective of providing and maintaining a safe workspace.

Scope

This Drug & Alcohol policy applies to all members, guests and visitors, to our site or in vehicles being used for MSI purposes.

Policy detail

MSI has zero tolerance for anyone who arrives at our Shed under the influence of alcohol or drugs (including medication), whose ability to work may be impaired in any way by the consumption of alcohol or drugs.

Members of the public and other visitors to our sites may be asked to leave if they are deemed to be affected by drugs or alcohol to an extent that could put our operations or the safety of our people at risk.

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MSI strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of prohibited drugs, including drug paraphernalia, on MSI property.

Alcohol at MSI functions or events

Alcohol will only be permitted or supplied for approved MSI functions and events. Prior notice and approval must be sought from and given by the MSI Committee

All functions or events where alcohol will be served must have a named 'responsible' Committee member in attendance for the entire event. This Committee member is responsible for the safe hosting of the event.

The following safe hosting guidelines must be followed:

- Clear time limits (start time / finish time) must be set and followed.
- Alternative transport arrangements need to be considered as part of the event planning and participants advised if this is available.
- If alcohol is served at the event, only beer and wine will be offered.
- Where alcohol is offered at an event, food and non-alcoholic drinks must be provided.
- Inappropriate and antisocial behaviour will be managed in the same way as if the incident occurred in a commercial or industrial workplace.
- The responsible Committee member is responsible for ensuring participants do not drive over the legal alcohol limit.

All members must take responsibility for their own behaviour and actions at such events ensuring their personal and collective health and safety at all times. This includes no drinking and driving and arranging safe transport home.

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