WĀNAKA
COMMUNITY
WORKSHOP
MAKE - REPAIR - SHARE

Health and Safety Document

Wanaka Community Workshop
Make + Repair + Share

Contents

Wanaka Community Workshop
Make + Repair + Share

Wanaka Community Workshop Trust (WCW)

Provides a workshop with tools and equipment for the benefit of its members. Volunteers run the administration, supervision, and safe operation of the workshop.

WCW is a not-for-profit Trust.

WCW Trust has a trust deed which outlines the rules.

Our Purpose:

- To provide a place, support and resources for marginalised, disadvantaged and vulnerable members of the community to learn ‘shoulder to shoulder’.
- To engage youth, elderly and vulnerable groups in the community, both the urban and rural areas of the Upper Clutha District, to promote identity, sociability, companionship and mental health.
- To share, disseminate, and preserve skills, abilities and interests, as identified by the community themselves, that are relevant to the resilience of the community.
- To reduce waste through reuse, repair, and re-purposing and provide resources, education and a place for the Community to develop and implement their own ways to seek these goals
- To build self-esteem for marginalised and vulnerable groups through education and skills mastery.
- To carry out or support research on members' education and social needs as applicable to Community Workshops.
- None of the objects set out above shall be limited by reference to any other objects and none of them shall be subsidiary to the other.

Primary activities

- Woodwork
- Sewing
- Metalwork
- Repair
- Community project using above skills and machinery
- Waste reduction
- Sociability

Location is

15 Gordon Road Wanaka

Roles in WCW

Trustees

- Ben Acland
- Gwilym Griffith-Jones

Committee (2021)

- Ben Acland (Trustee)
- Gwilym Griffith-Jones (Trustee)

- Donnelle Dunlop (building better group)
- Alan Richardson (Rotary)
- Anna Mathieson (Sustainability)
- Fiona McFee (Fundraising)
- Ian Maxwell (MenShed)

We serve

- The people of the Upper Clutha District

Stakeholders

Without own H&S plan

- Members of the public

With own H&S plan

- Wastebusters
- Kahu Youth
- M!NT Trust

1. Wanaka Community Workshop – Health and Safety Policy

As a responsible organisation Wanaka Community Workshop will consider Health & Safety because we have a MORAL obligation, even if we have no legal obligation.

This policy is part of a document that is intended to outline key safety and health considerations.

To promote the health and wellbeing of our members and through a joint approach and individual effort we propose to provide a safe facility for the users of the Workshop.

Any law, standard or code of practice that could improve the safety and health will be considered and applied where appropriate.

It needs to be noted that there is no contractual arrangement existing between the Committee who manages the Workshop and those wishing to use the machinery, tools, and equipment on the property. Those using the facilities do so in pursuit of leisure or hobby without any monetary gain or reward.

Therefore, the Health and Safety at Work Act will have limited application with regards to the activities at the Workshop given the absence of gain or reward for the people involved. But does impose a Duty of Care to the activities undertaken by volunteers (Members).

However, the Committee for the Workshop supports the following safety principles:

- Volunteer Supervisors will be assessed annually by and Accredited Industry Practitioner, thereby establishing a standard of safety that others will be monitored against – “if I am safe, they are safe”
- 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, allocated a colour rating, and instructions provided, as necessary.
- Should a contractor be engaged to work at the Workshop that contractor will ensure the work activity does not affect those in the vicinity.

Name…….. Signature……

Date…….

2. Health and Safety Responsibilities

2.1 Coordinator

The Coordinator is responsible for ensuring:

- Machinery used in the Men's Shed meets any code of practice or regulation.
- That any person using the Shed's facilities understands their responsibilities.
- That information is available to persons to help reduce the risk of injury.
- The Shed members operate equipment safely at all times using specified procedures.

2.2 Supervisors

Supervisors have volunteered to support members and will:

- Provide training, supervision and monitoring in the safe use of machinery and tools in the Shed.
- During the absence of the Coordinator, act in that capacity.

2.3 Users

Users of the machinery and equipment are responsible for:

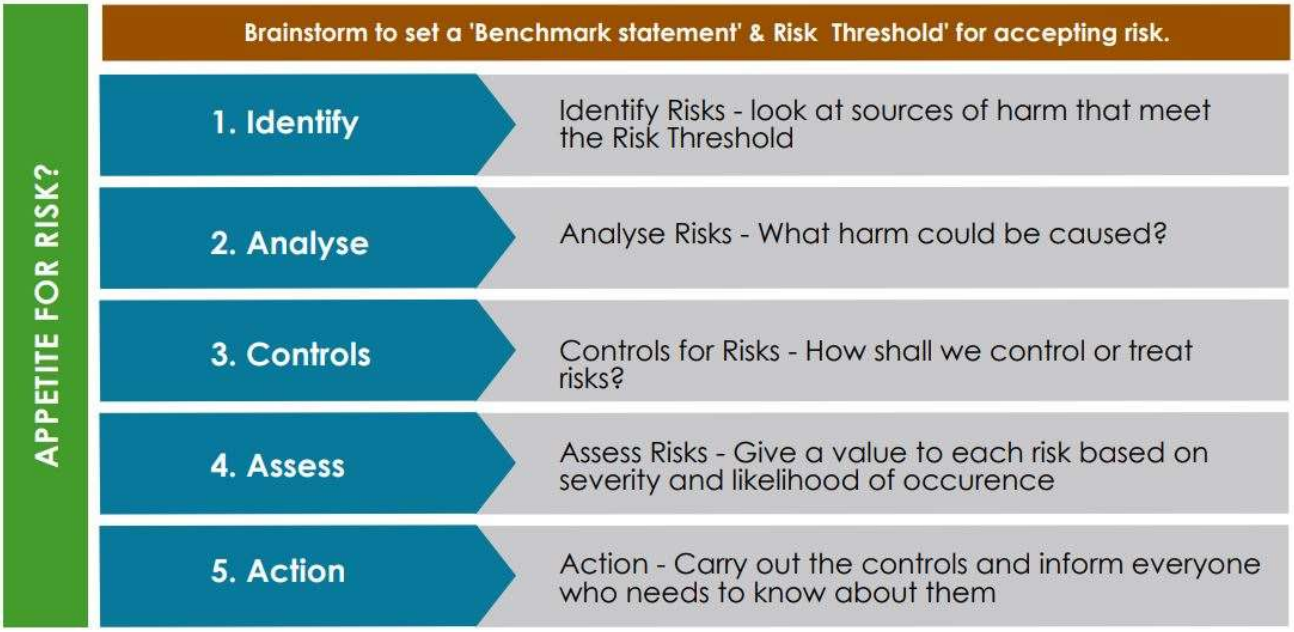
- Working in a safe manner.
- Complying with instructions and safety procedures.
- Encouraging others to work in a safe and healthy manner.
- Cooperating with the Day Supervisor to improve safety.
- Reporting hazards and accidents.

2.4 Contractors

Contractors are responsible for

- Advising their own staff of the hazards and emergency procedures.
- Complying with safe work practices at all times
- The safety of persons in or in the grounds of the Men's Shed
- Advising the Day Supervisor of the hazards that could arise during the course of the work and what precautions are necessary.

3. Risk / Hazard Management



3.0 Risk Threshold

Benchmark Statement

We will cease any activity that is identified as creating a risk that has both a likely probability and a serious consequence until appropriate measures are in place to eliminate the risk or reduce its severity or likelihood. (4D)

Any risk identified as having at least a minor consequence and an unlikely or greater chance of occurring will have appropriate controls put in place. (2B,2C,2D,3B,3C,3D,4B,4C)

Severity of Risk – What severity of Harm/Consequence /Impact do we expect if this risk occurred?

Insignificant – no treatment required
Minor (slightly harmful) – requires basic first aid

Likelihood of Risk – How certain are we that this risk will occur?

Highly Unlikely – could not envisage
Unlikely – once a year
Moderate – once a month
Likely – daily

Risk Assessment Tool

Potential Severity of Harm

Likelihood of harm occurring	A Insignificant	B Minor	C Moderately Harmful	D Serious
1 Highly unlikely	Below threshold	Below threshold	Below threshold	Below threshold
2 Unlikely	Below threshold	Low 2B	Low 2C	Medium 2D
3 Moderate	Below threshold	Low 3B	Medium 3C	High 3D
4 Likely	Below threshold	Medium 4B	High 4C	Extreme 4D

3.1 Types of Hazard

Hazard management is a systematic process aimed to identify hazards that cause harm and in particular those significant hazards that are likely to cause serious injury.

Any uncontrolled hazard that is notified by a user is to be reported to the Coordinator immediately.

Each person must assess their own capabilities before using the tools and equipment and seek advice from the Coordinator or a Supervisor if necessary.

Hazards that cause serious injuries are termed significant hazards.

Once a significant hazard has been identified it needs to be listed In the hazard register in the Hazard Register Folder at the front desk.

Other information to be contained in the hazard register book, as required by the Health and Safety in Employment Act, includes:

1. **Identify** - Identify Risks - look at sources of harm that meet the Risk Threshold
2. **Analyse** - Analyse Risks - What harm could be caused?
3. **Controls** - Controls for Risks - How shall we control or treat risks?
4. **Assess –** Assess Risks - Give a value to each risk based on severity and likelihood of occurrence
5. **Action** – Action - Carry out the controls and inform everyone who needs to know about them

- Describing in specific detail any minimisation techniques used when minimisation is identified as the appropriate control.
- When assessing the environment, equipment or tasks for hazards there are usually, five generic classifications of hazards: physical, ergonomic, chemical, biological, and human factors:

Physical hazards may inflict injury via electric shock, crushing or lacerations. slipping, tripping and noise among others.

Ergonomic hazards arise when persons are adversely affected by the nature of the tasks performed, e.g.. overusing a set of muscles when hand sanding or hammering or if lifting weights that are too heavy for an individual.

Chemical hazards could include lead paint, solvents, oils. or toxins used to control vermin. All chemicals need to have a material safety data sheet or similar
That identifies the particular hazard, necessary precautions and first aid measures.

Biological hazards could Include insects, animals or viruses that adversely affect an individuals health. Given the nature of the activities within the Men's Shed it is thought that this form of hazard will have little application. However, those pursuing activities outdoors may need to consider allergies etc.

Human Factors: Actions by individuals can at times be hazardous especially if inexperienced, untrained or choose the wrong course of action. If drugs, alcohol and a lack of control are involved, this could have an impact upon others.

3.2 Controlling Hazards

Hazard controls consist of three methods in order of sequence:

1st Step: Elimination: the permanent removal of the hazard- If this is impracticable then the 2nd step is to be considered.

2nd Step: Isolation: achieved by limiting access to the hazard by barriers, or relocation the hazard to a safer location, or removing the people from the vicinity of the hazard. If these steps are impracticable, the 3rd step is to be considered.

3rd Step: Minimisation: may include the use of personal protective equipment,

The Coordinator along with Supervisors will be responsible for inducting and informing users of the hazards to which they could be exposed to in the course of their activity. The hazard register can be used as an induction-training tool. Safety induction topics include:

- Individual responsibilities
- Accident reporting
- Hazards and the methods of control
- Emergency procedures

Minimize through the use of warning signs, information, training, supervision and monitoring.

Examples of personal protection that help minimise hazard include, masks, gloves, safety footwear, reflective vests and jackets, overalls and eye & ear protectors.

Should a new hazard emerge or a method of controlling a hazard change, the Supervisor will arrange for the hazard register to be updated. The Coordinator will also arrange for the assessing of hazards and controls every 12 months to ensure existing hazard controls remain effective or any new hazard is identified.

The accuracy of assessing a hazard will largely depend on the assessor's experience and knowledge.

The Risk Assessment Tool below may help as it considers four things:

- Severity of possible illness/injury
- Likelihood of illness/injury

The risk score outcome is then used to determine whether the hazard poses an immediate danger.

As well as considering acute injuries other injuries that evolve over time need to be considered. These slowly developing injuries are called gradual process injuries and include among others occupational overuse, hearing loss, stress, fatigue evolving from a range of activities across industries.

Once the degree of risk has been identified the acceptance of the risk will vary as one person could be risk averse compared to another e.g. some people enjoy skiing others only golf.

Irrespective of the risk taker's attitude, if there is a possibility that a person may be seriously harmed, the hazard must be controlled effectively.

Risk Assessment Tool

Once you have identified the hazards, assess the level of risk for each. This is a great time to talk to your members, as they are your greatest source of information during the risk assessment process.

They know and understand the workshop, how they can suffer potential harm and the controls that are/aren't working. Your members will often have great ideas for improvement, so just ask! To work out the level of risk, determine how likely it is to occur and what the possible severity of injuries could be. Using a risk matrix like the one below is a useful guide.

Risk Assessment Tool

Potential Severity of Harm

Likelihood of harm occurring	A Insignificant	B Minor	C Moderately Harmful	D Serious
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Note: This score is only to be used to prioritise hazards so that those hazards posing the greatest danger can be controlled first.

Risk Table - Identify

Risk Table								
No.	**1. Identify**	**2. Analyse**	**3. Treatment**		**4. Assess**			**5. Action**
	Risk	Harm	Controls		Likelihood	Severity	Risk rating	Who's responsible when
				Before Control				
				After Control				

4. Information

4.1 Induction

Information, training & monitoring are key components of any health and safety programme.

Do not assume that a qualified person or an experienced person knows the health and safety requirements.

The Day Supervisor will be responsible for informing users on the following topics:

- Health and safety procedures associated with the processes and machinery.
- Hazard and accident reporting.
- Emergency procedures.

Individuals are to be assessed by the Coordinator along with Supervisors as to their experience and knowledge, and instructions provided as necessary. The Shed management team has approved a means to visually identify those who may be in need of support and monitoring with their engagement with machinery.

Progressively a system of colour coding will be introduced, this will enable supervisors and members who do not know each other well, to gain a visual indication of someone else's level of competency when it comes to engagement with machinery & equipment.

This visual indicator will be attached to each individual's name tag.

YELLOW – Supervisor able to help / instruct.

RED – Conversant and signed off with all machinery. Good person to ask for advice from.

ORANGE – Able to use general tools and battery hand tools not deemed dangerous..

GREEN – Not permitted to use equipment or machinery for their own safety, or they are new and have not yet been trained.

NO COLOUR - New and / or social, just here to observe and have a cuppa.

4.2 Safety Rules

General safety rules (as below) set the basic conduct in and around the Workshop and can be found displayed on the inside walls of the shed.

Wanaka Community Workshop
General Safety Rules

DO NOT USE POWER TOOLS OR MACHINERY UNTIL YOU HAVE BEEN TRAINED IN ITS USE

1. **Solid fully enclosed footwear must be worn in workshop area**
2. **Wear approved eye & ear protection where specified in equipment rules**
3. **Do not wear tie's, secure or remove loose clothing**
4. **Ensure guards' are in place and properly secured to machinery**
5. **Remove off cuts from the work area and place in the bin provided**
6. **Ensure you have adequate room to operate comfortably, including space on the infeed and outfeed sides of the machine**
7. **Before starting warn others nearby to prevent reaction to sudden noise**
8. **Ensure tools and workpiece are clear of moving parts/cutters before starting the machine**
9. **Allow the machine to get up to speed before proceeding to work**
10. **No material to be cut or machined with nails or concrete present**
11. **Should the machine/workpiece jam, turn off at the machine immediately and wait for the drive system to stop before making adjustments or removing the workpiece**
12. **Report any blunt cutters or blades, or problems with machines immediately**
13. **Always turn off at the machine not the wall switch, to prevent unexpected starts if someone else inadvertently operates the wall switch**
14. **Clean up your work area regularly**
15. **Show consideration for the person who will use the machine next**
16. **IF YOU ARE UNSURE OF ANYTHING, ASK A SUPERVISOR FIRST**

Machine safety rules are additional to the general safety rules and are quite specific to the machines they are displayed on or near all pieces of machinery and are a prompt to users of the sequence of safety steps to be followed when using each particular item. However before first use on any machinery the Coordinator or Supervisor will explain the hazards, means to keep safe and the best practise method of usage.

In all cases if someone is in doubt about anything to do with the use of machinery & equipment – ASK a Supervisor, the Coordinator or someone with a YELLOW or RED dot on their name tag.

5. Accident Management

Accident Management Includes

- Reporting accidents
- Recording the accidents in the accident register
- Investigating how accidents occurred
- Identifying suitable hazard controls to prevent recurrence
- Evaluating hazard controls at regular intervals to ensure they remain effective

Accident Reporting

Accidents can be separated into three categories depending on the level of harm that occurs:

- **Band-aid type injuries:** These are inconvenient type injuries such as a scratch or shallow cut that requires a band-aid. There is no need to report these accidents in the accident register.
- **Injuries that** require first aid: Injuries that require first aid from a qualified person need to be recorded in the register and investigated to determine if the hazard is significant.
- **Injuries requiring external medical treatment:** Injuries requiring hospital or specialist treatment need to be investigated. The Workshop is covered by the Health and Safety at Work Act, these accidents should be reported to Worksafe NZ as the Inspectors could identify alternative means of hazard control.

Should the Supervisor be advised of a serious injury the circumstances of the accident are to be investigated and the Management team provided with a report. If there is a need for specialist advice, the Committee may seek support locally if available. (A serious harm accident investigation report form are attached in the Appendices).

Definition of Serious Harm

Under the HSE Act Schedule "Serious harm accidents" are defined as follows:

- Permanent loss of bodily function or temporary severe loss of bodily function*
- Respiratory disease
- Noise induced hearing loss
- Neurological disease » Cancer
- Dermatological disease
- Communicable disease
- Musculoskeletal disease

- Illness caused by exposure to infected material
- Decompression sickness
- Poisoning
- Vision impairment
- Chemical or hot metal bum of the eye
- Penetrating wound of the eye
- Bone fracture
- Laceration
- Crushing
- Amputation
- Bums requiring referral to a specialist
- Loss of consciousness from lack of oxygen
- Acute illness due to ingestion/absorption of any substance
- Hospitalisation for more than 48 hours.

6. Smoke-free Policy

Smoking is not permitted within the Workshop.

7. ACC Entitlements and Rehabilitation

ACC will make a decision whether to accept an injury claim or not based on information supplied by the medical practitioner. (A claimant may appeal a decision if it is not accepted.) ACC Entitlements

If a person is injured and ACC accepts the claim, the person becomes eligible for certain entitlements and compensation depending on the circumstances.

In the case of the Workshop any accident to a user while at the Workshop will most likely be treated as a non work accident. (Recording the accident in the register will help support the user's ACC claim.)

Medical Treatment

If a person seeks medical treatment, ACC may only pay a portion of the initial treatment cost while the injured person pays the balance.

Once a claim has been approved, ACC will meet the treatment and any vocational or social rehabilitation costs linked to the injury.

Lodging an ACC Claim

A claimant must first visit a treatment provider because the treatment provider is the only one that can lodge an accident claim with ACC. An ACC treatment provider includes a medical or surgical specialist, general practitioner, physiotherapist, chiropractor, osteopath, occupational health nurse, and orthodontist. However, only a general practitioner or medical specialist can authorise a person to be off work.

ACC Rehabilitation

The purpose of rehabilitation is to treat injured or ill persons to return them to as near their normal state of health as possible. Rehabilitation usually involves a number of people including the injured person, the treatment provider and ACC. This group identifies a rehabilitation plan with suitable goals and tasks to be achieved or performed depending on the nature of injuries sustained.

It will include the treatment of the injury, stages of recovery, exercises, tasks and social needs.

Every injured person is required to fully participate in the rehabilitation process.

8. Contractor's Procedure

Contractors are to undertake the following steps:

- Ensure that their employees are fully trained and experienced, or if using trainees that they are under the constant supervision of an experienced person.
- Before commencing the contract, advise the Day Supervisor of any hazards and the safeguards.
- Report any accident including a near miss to the Day Supervisor.
- Supply personal protective equipment to their employees and ensure that the equipment is used appropriately.
- Not to sub-contract out the work unless approved by the Committee.
- Not to endanger any person in the vicinity during the course of the work.

9. Emergency Procedures

Foreseeable emergencies likely to occur have been identified with unique emergency procedures developed and evaluated for each one. In the event of an emergency the procedures will insure any resultant injuries or trauma are avoided or minimized as far as possible.

The risk of being injured during an emergency is very low but these procedures should assist in an emergency.

Foreseeable emergencies affecting the users of the Men's Shed include;

- Accidents
- Fire
- Earthquake
- Storms
- Violence (possible but unlikely)

Accidents

The Supervisor or person in the vicinity will assess the injury and arrange first aid and/or transport either to a medical centre or Masterton Hospital.

Fire

- In the case of smoke or fire, activate the nearest manual fire alarm and phone 111 and advise the controller of the situation and location of the emergency.
- On hearing an evacuation alarm, check the area for others and assist them if necessary.
- Turn off machinery or power supply switch.
- Close any open windows or doors to limited the spread of the fire if considered safe to do so.
- Do not fight a fire if you are likely to be endangered.

Evacuate the building and go immediately to the assembly area located at the rear of the car park.
Wait at the assembly point until the all clear is given to re-enter the building.

IF THE ALARM IS GOING OFF BUT NO FIRE THEN CALL AOTEA ELECTRICAL, they will come to the building and assess and switch off.

03 443 1260

Earthquake

During a shake

- Turn off machinery or power supply switch.
- Move away from windows and outside walls
- Take cover under a bench, table or doorway
- Stay there until the shaking stops

After the shake

- Remain calm and attempt to calm others in the vicinity and provide assistance if required.
- Stay where you are unless there is obvious danger or directed otherwise.
- Expect aftershocks.
- If on personal medication keep a supply with you.

Storms

Storms such as wind, flood and lightning are a likely source of harm. The Men's Shed is designed to withstand the effects of wind and lightning.

Contractors are required to ensure scaffolding and loose materials are secured around the building. Floods could affect the building but sufficient warning will enable persons to move to higher levels.

Violence

It is possible but unlikely for violence to be an issue at the Men's Shed.

However, a person with criminal intent or under the influence of drugs or alcohol could enter the building at any time. If this is the case, evacuate if possible and contact the Police immediately.

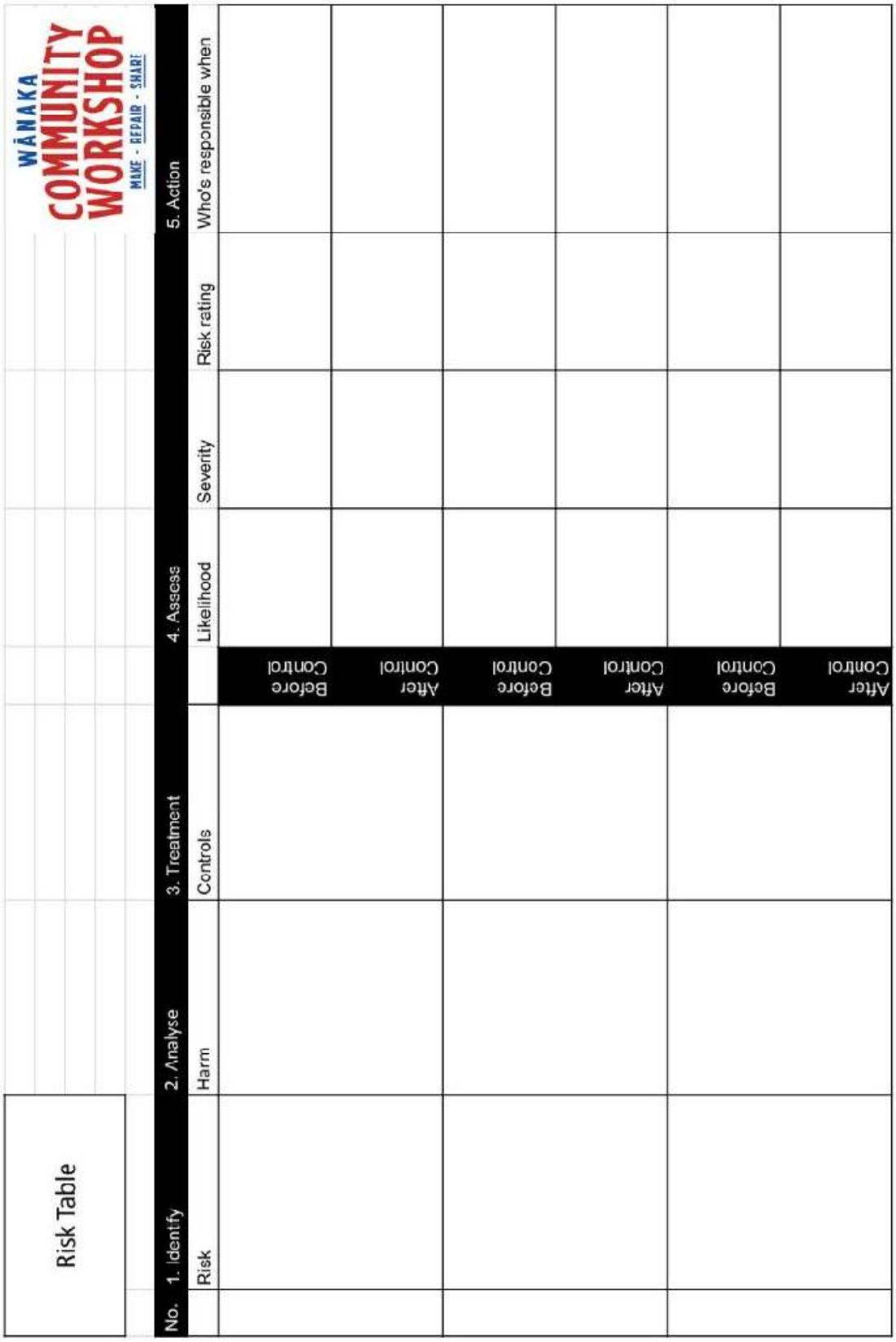
If faced with an aggressive person and evasion is not possible:

- Obey the offender
- Display non-aggressive body language
- Avoid eye contact
- Adopt a passive stance
- Control your breathing
- Remain patient
- Keep your emotions under control and stay calm
- Try and avoid using the words "no" or "never"
- Listen and observe

Appendix

All worksheets found in the blue folder, or at the sign in desk.

1. Risk Assessment Table



2. Risk Assessment Tool

Risk Assessment Tool

Potential Severity of Harm

Likelihood of harm occurring	A Insignificant	B Minor	C Moderately Harmful	D Serious
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2. Hazard Identification and Controls Worksheet

Hazard Identification and Controls Worksheet

Identifying Information

Identified by:		Date:	
Location:		Equipment/Item	
Describe the hazard:			
What harm could be caused:			

Assesment		
Risk assesment determination done by:		
Likelyhood?	Severity?	Risk assesmemnt matrix result?

Control Method

Elimination if NO why not?	YES / NO
Isolation if NO why not?	YES / NO
Minimisation if NO why not?	YES / NO
Attach any supporting materials	

Action Proposed	Who	When
Sign off and date when complete		

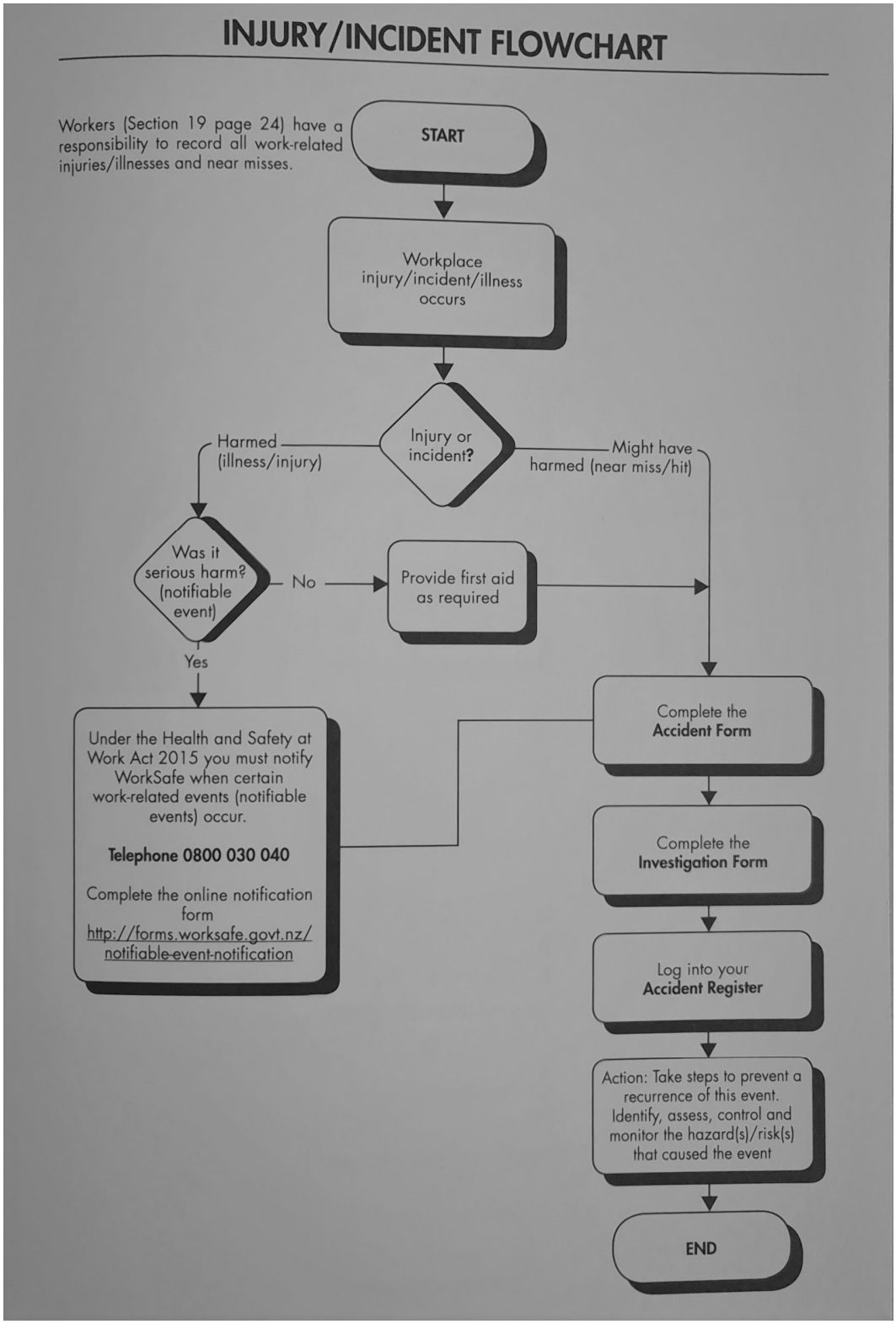
Monitoring

Type	Responsible person	Frequency	Desired outcome

Note any follow up action that resulted from monitoring?

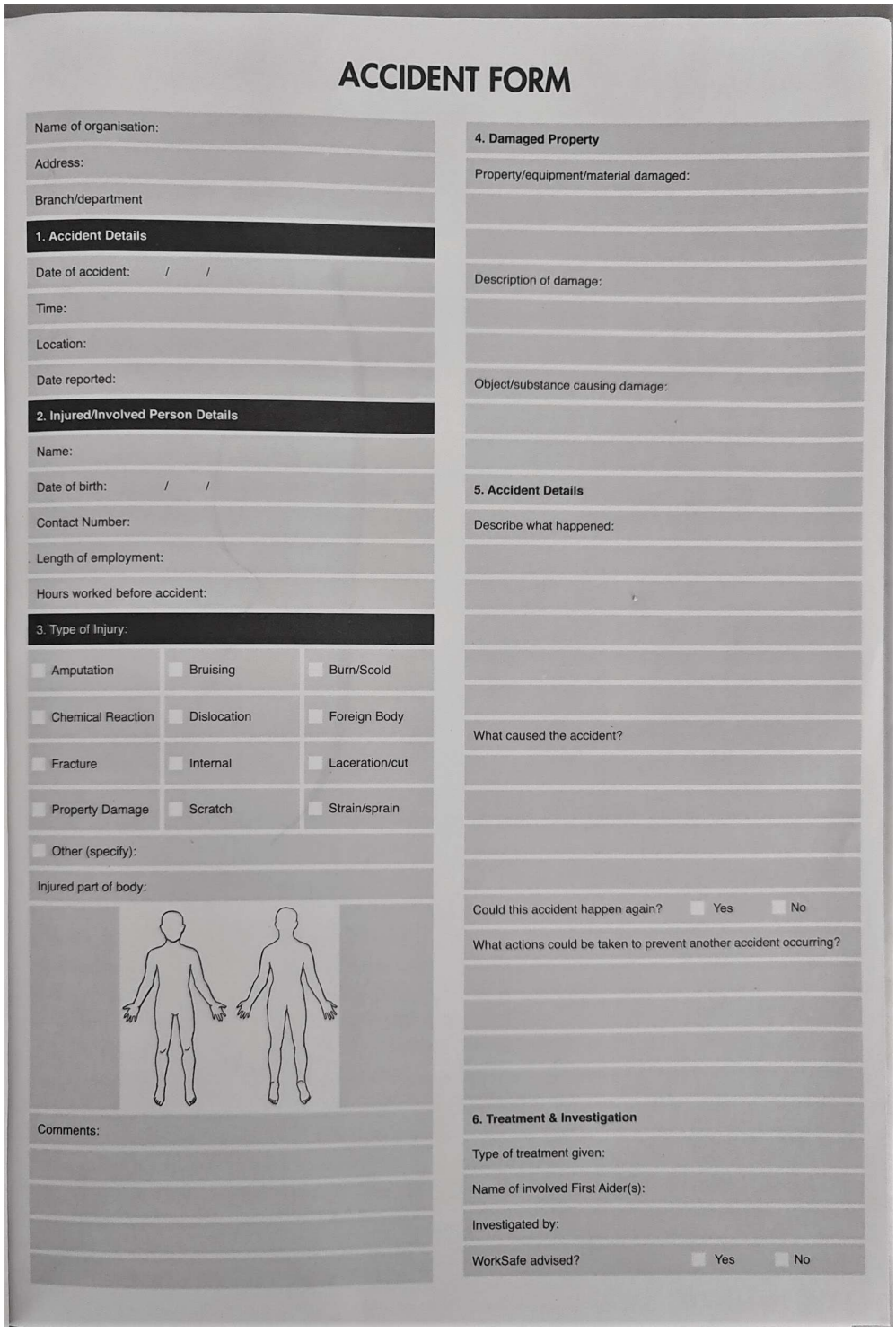
4. Injury / Incident Flow Chart

Injury / Incident reporting form is at the sign in desk in the green book.



5. Accident Form

Accident reporting form is at the sign in desk in the green book.



ACCIDENT FORM

Name of organisation:

Address:

Branch/department

1. Accident Details

Date of accident: / /

Time:

Location:

Date reported:

2. Injured/Involved Person Details

Name:

Date of birth: / /

Contact Number:

Length of employment:

Hours worked before accident:

3. Type of Injury:

Amputation	Bruising	Burn/Scold
Chemical Reaction	Dislocation	Foreign Body
Fracture	Internal	Laceration/cut
Property Damage	Scratch	Strain/sprain

Other (specify):

Injured part of body:

4. Damaged Property

Property/equipment/material damaged:

Description of damage:

Object/substance causing damage:

5. Accident Details

Describe what happened:

What caused the accident?

Could this accident happen again? Yes No

What actions could be taken to prevent another accident occurring?

6. Treatment & Investigation

Type of treatment given:

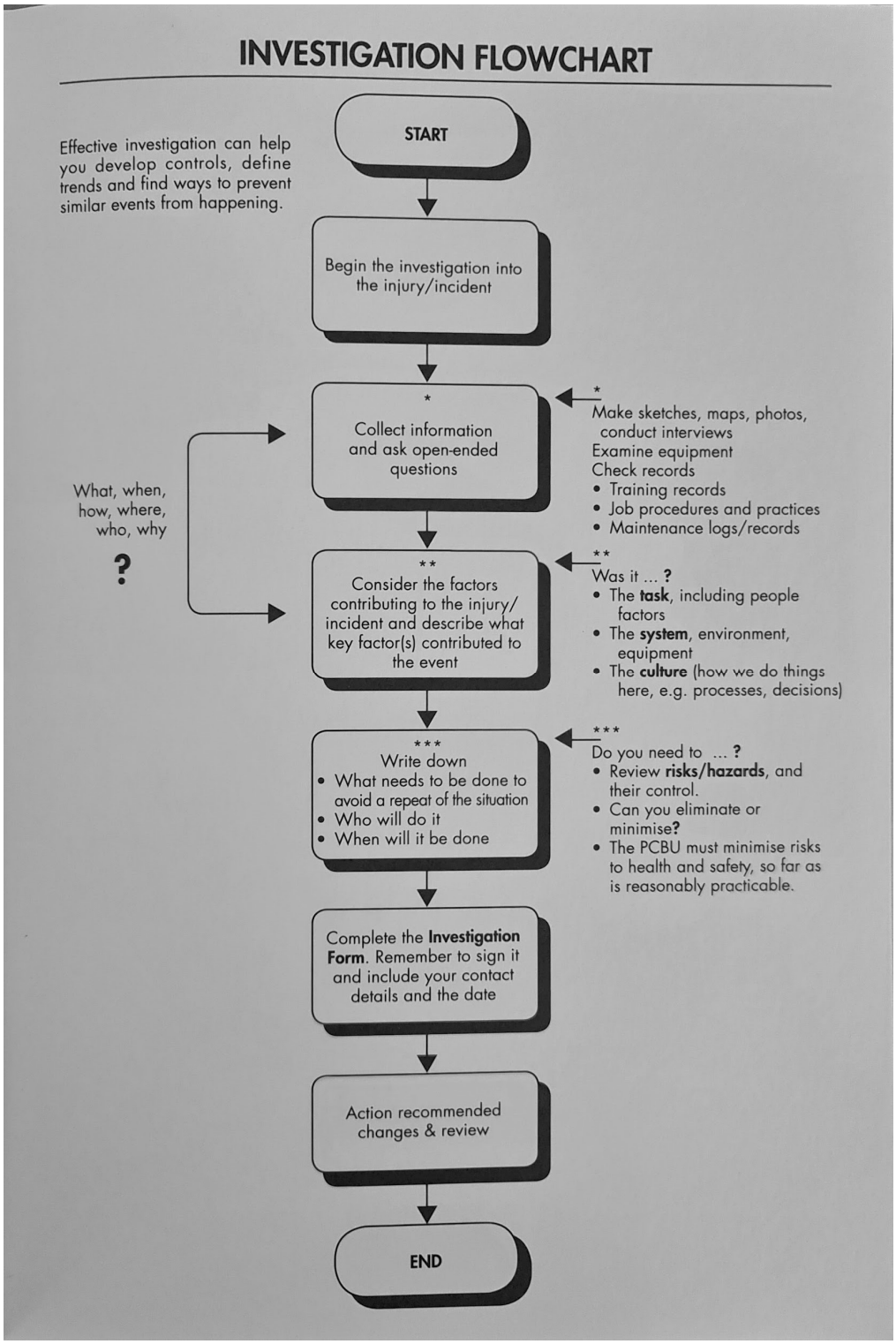
Name of involved First Aider(s):

Investigated by:

WorkSafe advised? Yes No

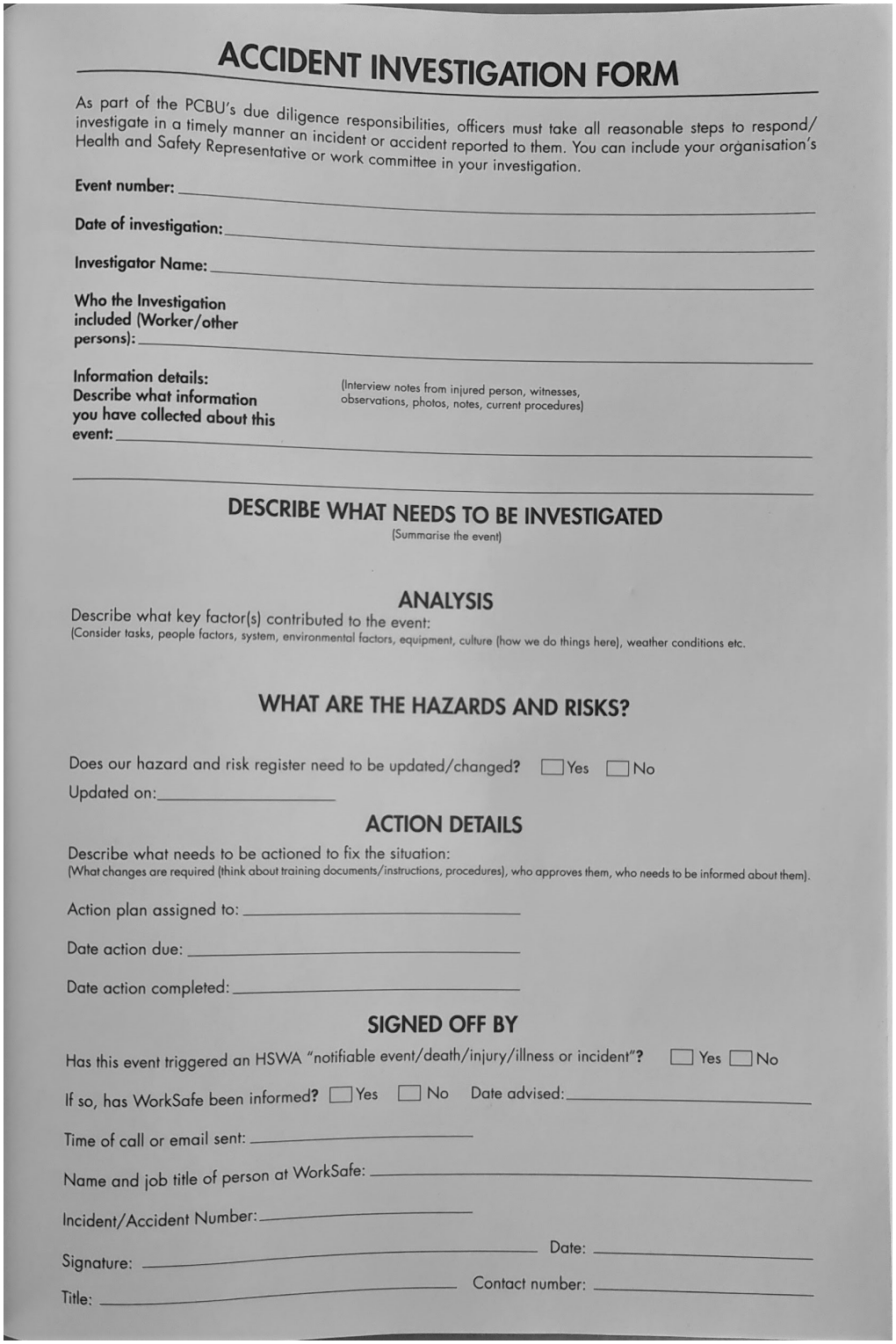
6. Investigation Flowchart

Investigation Flowchart Flowchart is at the sign in desk in the green book.



7. Accident Investigation Form

Investigation investigation form is at the sign in desk in the green book.



ACCIDENT INVESTIGATION FORM

As part of the PCBU's due diligence responsibilities, officers must take all reasonable steps to respond/investigate in a timely manner an incident or accident reported to them. You can include your organisation's Health and Safety Representative or work committee in your investigation.

Event number: _____

Date of investigation: _____

Investigator Name: _____

Who the Investigation included (Worker/other persons): _____

Information details: Describe what information you have collected about this event: (Interview notes from injured person, witnesses, observations, photos, notes, current procedures) _____

_____

DESCRIBE WHAT NEEDS TO BE INVESTIGATED

(Summarise the event)

ANALYSIS

Describe what key factor(s) contributed to the event:
(Consider tasks, people factors, system, environmental factors, equipment, culture (how we do things here), weather conditions etc.

WHAT ARE THE HAZARDS AND RISKS?

Does our hazard and risk register need to be updated/changed? ☐ Yes ☐ No

Updated on: _____

ACTION DETAILS

Describe what needs to be actioned to fix the situation:
(What changes are required (think about training documents/instructions, procedures), who approves them, who needs to be informed about them).

Action plan assigned to: _____

Date action due: _____

Date action completed: _____

SIGNED OFF BY

Has this event triggered an HSWA "notifiable event/death/injury/illness or incident"? ☐ Yes ☐ No

If so, has WorkSafe been informed? ☐ Yes ☐ No Date advised: _____

Time of call or email sent: _____

Name and job title of person at WorkSafe: _____

Incident/Accident Number: _____

Signature: _____ Date: _____

Title: _____ Contact number: _____

7. induction Form

WORKSAFE

https://worksafe.govt.nz/

Notifiable events

If someone has been seriously injured or become seriously ill as a result of work, you must notify us.

Not sure if you need to notify us? If you're unsure of what needs to be notified please read our guide What events need to be notified?

Our 'Notify WorkSafe now' tool will guide you through the process.

Notify WorkSafe now

If someone has died as a result of work, please call us immediately on **0800 030 040 (24/7)**.

8. Hazard Register

Significant Hazard	Risk of Serious harm	Eliminate Isolate Minimise	Hazard Controls	Auditing: Frequency and responsibility
Woodworking Machinery: Saws, Routers, Moulders Thicknessers, Planers, Drills, Sanders	Amputation, lacerations	Minimise	Machine guards fitted to transmission, Hood guards and riving knives fitted to saws, and push sticks provided. Overhand planer fitted with front and rear knife guards to limit access to knives, and push block provided. Thicknesser fitted with non return fingers. Band saws fitted with adjustable frontal blade guard.	Supervisors weekly. Users daily
Grinders	Eye injury, lacerations	Minimise	Peripheral guards, tongue guards, adjustable work rests, eye protectors.	Supervisors weekly. Users daily
Welding	Burns, Eye injury	Isolate, Minimise	Designated welding area, welding screens provided, welding mask, gloves provided.	Supervisors weekly. Users daily
Chemicals: Oils, Solvents	Eye injury, Dermatitis	Minimise	Limited in quantity, Latex gloves provided.	Users daily
Dust	Respiratory issues	Minimise	Portable dust extractors provided at key machines, regular housekeeping and dust disposal procedures in place.	Supervisors weekly.
			Dust masks provided.	Users daily

Occupational overuse and back strains	Strains	Minimise	Limit exposure time, take breaks as often as needed. When lifting heavy or awkward objects/material - providing assistance (team lift).	Users daily
Lighting/glare	Eye strain	Minimise	Lighting meets NZS lighting standard.	Supervisors monthly
Electricity	Death, burns	Minimise	Registered electricians engaged to wire and check equipment. Electrical checks every 5 years. RCD's installed on all hot point circuits.	Coordinator as required.
Trips and falls	Sprains, fractures	Minimise	Lighting meets standard in all areas. Cords and leads positioned near benches and walls. Excess material stored in shelves and racks. Housekeeping standards maintained.	Supervisors weekly. Users daily
Emergencies	Fire, earthquake, first aid type injuries	Minimise	Emergency procedures in place. Heat/smoke sensing devices installed. Users informed of the location and use of fire fighting equipment. First aid cabinet provided and maintained regularly. Building constructed to wind and earthquake standards, and of low flammability materials.	Coordinator monthly
Contractors	Potential harm – serious harm injuries	Minimise	Contractor advises the Supervisor of any hazards arising from the work activity before work commences.	Contractors as required