



WCW Member Handbook

Welcome to Wanaka Community Workshop (WCW)

Wanaka Community Workshop is a shared community space where people can make, repair, create, learn and share skills in a safe, respectful and inclusive environment.

WCW relies heavily on volunteer support, mutual respect, shared responsibility and safe workshop practices.

The Workshops are community spaces and are available to a diverse range of people. The goal of WCW is for the workshop to be used by as many people as possible, as often as possible, in a manner that is safe and respectful and which follows our workshop rules and health and safety systems.

We all play a part in keeping the workshop welcoming, functional and safe for everyone.

1. Workshop Spaces

WCW currently includes:

- Wood Workshop
- Sewing Room
- Shared kitchen and community areas
- Storage and project spaces

Some areas and equipment are restricted to approved users only.

2. Workshop Access & Session Times

The Workshop is available during supervised sessions as advertised on the WCW calendar and may occasionally be open at other approved times.

A supervisor must be onsite whenever the workshop is open to members or the public.

Some workshop activities and machinery require a minimum of two people onsite, including one approved supervisor.

Volunteer sessions and member sessions operate at different times and may have different access conditions.

New members must:

- ☐ Complete a Workshop Health & Safety Induction
- ☐ Complete membership payment for the membership term
- ☐ Read and agree to Workshop Rules and use procedures and policies
- ☐ Complete Tool Competency training before using machinery or restricted equipment



3. Workshop Expectations

All members, volunteers, supervisors and visitors are expected to:

- Treat others respectfully
- Follow all health and safety requirements
- Sign in and out every visit
- Use only equipment they are trained and approved to use
- Wear appropriate PPE
- Keep workshop areas clean and tidy
- Respect shared materials, tools and projects
- Report hazards, damage or incidents immediately
- Support an inclusive and welcoming environment

Smoking, drugs and alcohol are prohibited within the workshop environment, carpark and WCW premises.

4. Signing In & Attendance

All users must:

- Sign in when arriving
- Sign out when leaving
- Record volunteer or project hours where appropriate

This is:

- a health and safety requirement
- an emergency evacuation requirement
- important for funding and reporting
- respectful to supervisors and volunteers

5. Health & Safety

WCW has a strong commitment to health and safety.

All members must:

- Complete workshop induction
- Follow safe operating procedures
- Use PPE where required
- Follow supervisor instructions
- Report hazards and incidents immediately

All workshop users have a duty of care to fellow members, volunteers and visitors to the continued safe use of WCW.

6. PPE Requirements

PPE is available in the safety cupboard and must be worn when required.

This may include:

- Safety glasses
- Hearing protection
- Dust masks
- High visibility vests
- Closed footwear at all times
- Gloves
- Hard hats

7. Restricted Equipment

Restricted machinery may only be used by members who have:

- Completed competency training
- Been signed off for that equipment
- Been recorded in the competency register

Restricted equipment includes but not limited to:

- Table Saw
- Band Saw
- Mitre Drop Saw
- Drill Press
- Thicknesser / Jointer
- Fixed Belt Sander
- Industrial Sewing Machines
- Other designated machinery

There must be at least two people onsite, including one supervisor, when dangerous or restricted machinery is being operated.

Working alone while using restricted woodworking machinery is prohibited.



8. Training & Competency System

WCW operates a competency-based training system. Members may only use equipment at the level they have been approved for.

All competency training and approvals are recorded in the WCW Training and Competency Register.

Members must not operate machinery or restricted equipment unless they have completed the required competency training and sign-off process.

Training Levels

Level 0 - No training completed

Level 1 - Workshop induction completed

Level 2 - Supervised use only

Level 3 - Approved Supervisor / Trainer

9. Supervisors & Trainers

Supervisors and trainers are approved by WCW management based on:

- competency
- experience
- safe workshop behaviour
- communication skills
- operational understanding

Supervisors help ensure the workshop remains:

- safe
- welcoming and respectful
- operational
- respectful
- clean, tidy and safe

Trainers are responsible for:

- inductions
- competency assessments
- sign-offs
- safe training delivery

10. Emergency Procedures

In an Emergency

Dial 111 if required.

Emergency contacts available on the Training Cards.



Address:
15 Gordon Road, Wanaka

On-call Staff/Support:

Toni Mason - 021 772 237
Ian Maxwell -

Fire

If fire occurs:

- Evacuate immediately
- Call 111
- Proceed to assembly point at the front gate

The workshop fire alarm is NOT directly connected to Fire & Emergency NZ.

11. First Aid

First aid kits are located:

- Near workshop entrance
- Safety cupboard

Defibrillator:

- Outside front entrance under the stairs

All incidents, injuries and near misses must be reported immediately.

12. Workshop Etiquette & Shared Spaces

Please:

- Return all tools after use
- Clean workspaces before leaving
- Sweep/vacuum where required
- Remove rubbish from personal projects
- Respect reserved materials and project areas
- Ask before using materials that may belong to others

WCW is a shared community resource and relies heavily on volunteer effort, generous donations and community respect. Members are encouraged to welcome visitors and prospective members and help maintain a positive and inclusive environment.

13. Community Projects

WCW supports a wide range of community projects and collaborations with:

- schools
- community groups

- conservation groups
- charities
- individuals

These projects are an important part of WCW's purpose and sustainability.

14. Acknowledgement

I acknowledge that by signing the Membership Registration form, I have:

- Read and understood the WCW Member Handbook
- Read and agreed to Workshop Rules
- Complete a workshop induction & Tool H&S Sign-off
- Agreed to follow WCW health and safety requirements
- Agreed to use only equipment I am approved and signed off to operate

15. Join the WhatsApp Community Group!

