



# **HAMILTON WOODTURNERS CLUB**

## **HEALTH & SAFETY PLAN**

**29 April 2021**

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Date	Revision	Status	Distribution	Purpose
12/2/21	-	DRAFT	MP, MP, MV, DMcN	For comment
05/3/21	A	DRAFT	HWC Committee	For Committee review and comment
29/03/21	B	FINAL DRAFT	HWC Committee, CW	For Acceptance by the Committee
29/04 /21	C	FINAL	Workshop, Website, Committee	Issued for Use

## 1.0 HEALTH & SAFETY POLICY

# **HAMILTON WOODTURNERS CLUB** **HEALTH AND SAFETY POLICY STATEMENT**

Hamilton Woodturners Club is committed to creating and maintaining a safe and healthy working environment for the safety and health of our members and other persons in our place of work.

Health and Safety is everyone's business and everyone is expected to share in our commitment to avoid all accidents and incidents which may cause personal damage or loss of any kind.

All members are expected to act safely at all times to ensure their own welfare and that of their fellow members and others in the club workshop.

Hamilton Woodturners Club will care for the safety and health of our members by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Properly maintaining all plant and equipment
- Making sure members are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

To achieve this, the Hamilton Woodturners club will:

1. Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practical steps to eliminate, isolate and/or minimise these hazards to prevent injury or damage,
2. Inform all members and visitors of these hazards and the hazard controls
3. Ensure all members new to woodturning are properly trained and supervised
4. Inform all members and visitors of emergency procedures and evacuation procedures
5. Record and investigate all incidents and accidents in our place of work, and take all practicable steps to prevent these events from happening.

## 2.0 USE OF THIS PLAN

2.1 Purpose – The purpose of this Plan is to assist the Club to actively manage Health and Safety matters within the club.

2.2 Our Objectives are:

1. To actively manage Health and Safety (H & S) matters at the club's premises
2. To foster good H & S practices amongst members
3. To communicate and train members in good practices
4. To comply with our obligations under the Health and Safety at Work Act 2015
5. To demonstrate our obligations under this Act

2.3 The Plan is applicable to all members of the club and all visitors, for whatever reason.

2.4 The Plan applies to the Club's premises at 486 Whatawhata Road, Hamilton.

2.5 This Plan should be considered as a living document. It will be reviewed on a regular basis and revised to take account of those reviews, changes in requirements or practices and in response to feedback from members.

2.6 Induction – All new members will receive an Induction session into the operation of the club, the contents of this Plan and the various Health and Safety requirements. On completion the new member will acknowledge the receipt of the Induction by signing a Health and Safety Declaration, refer Appendix b. The club Committee expects all members to abide by that declaration.

2.7 This Plan is to be kept in the Clubrooms in an unlocked cupboard, accessible to all. Additionally the Plan is available on the Club's Website.

### 3.0 COMMUNICATION

Communication of H & S matters within the club is fundamental to the successful operation of the plan. Communication is carried out in a number of ways:

Induction - All new members will receive an Induction session into the operation of the club, the contents of this Plan and the various Health and Safety requirements. The Induction will be carried out by a club committee member. On completion the new member will acknowledge the receipt of the induction by signing a Health and Safety Declaration. The club committee expects members to abide by that declaration.

Toolbox talks – Health & Safety matters are included as a regular item in the Tutor's talk at the start of each session.

Training sessions – These are held to introduce members to items of machinery and techniques.

Newsletter – A weekly newsletter is emailed to all members. This contains Health & Safety information as required.

Committee Meetings – Committee Meetings are held every six weeks. Health & Safety matters are a standing Agenda item.

Notice Board – The Master copy of the H & S Plan is stored in the Workshop in an unlocked cupboard, accessible to all. The Notice Board will display extracts of the Plan including:

1. Contents page of Health & Safety Plan
2. Emergency Evacuation Plan Appendix c)
3. Personal Safety Rules (Appendix e)

#### Website

The Plan is available on the club's website. The club's website is at:

<https://www.hwoodturners.org/index.html>

The website also contains back numbers of the Tutor's newsletter covering a variety of topics.

Supervision – The Club runs four sessions per week. Three of these sessions are supervised by the Tutor. The fourth session is an open session on Saturday mornings. A committee member is in attendance at this session.

#### 4.0 THE PREMISES

The club workshop is located in the Big A Storage Shed at 486, Whatawata Road, Hamilton.

- 4.1 Parking – The access to the workshop and the parking area is shared with other users, including the landlord. Access is via the right hand path up the slope, not the direct route. Speed should be kept to a minimum and not exceed 20km/h. Parking is available in the area marked on the plan at Appendix m. Care and consideration of other users is required.
- 4.2 Evacuation Plan – The Emergency Evacuation Plan is included at Appendix c. This is displayed on the Notice Board.
- 4.3 First Aid Kit – A First Aid Kit is provided. This is to deal with cuts, lacerations and minor injuries. The First Aid Kit is located on the far wall towards the rear of the building.
- 4.4 Fire Extinguisher – The Fire Extinguisher is located at the front door, floor mounted.
- 4.5 Mains Isolation – The Mains Isolation switch is located in the Distribution Board on the far wall at the back of the building.
- 4.6 Working Bees – Working Bees are arranged on a three monthly basis. These comprise a general tidy up, processing of new timber and routine maintenance.
- 4.7 Covid 19 - Track and Trace – A QR Code is located on the wall adjacent the entrance door. Hand sanitiser is provided.
- 4.8 Health and Safety Guidelines for public displays – From time to time the club hosts demonstrations by visiting Turners to which the public are invited. These tend to be members of other clubs. To manage any additional risk to the visitors in these cases, the club follows recommended guidelines produced by the National Association of Woodworkers. These are included at Appendix I) and referenced at:

<https://naw.org.nz/6c-guidelines-public-displays-3/>

4.9 Health and Safety Guidelines for outside events – From time to time the club attends outside events such as A & P Shows to demonstrate wood turning. In those cases the club follow the guidelines produced by the National Association of Woodworkers. These can be found at:

<https://naw.org.nz/6b-guidelines-outside-events-3/>

Additionally the club will comply with the specific H & S requirements of the event organisers or hosts.



## 5.0 USE OF PERSONAL PROTECTIVE EQUIPMENT

5.1 Personal protective equipment (PPE) provides protection for workers when all other control measures cannot adequately eliminate or minimise risks to a worker's health and safety.

5.2 PPE is required for certain activities during woodturning.

5.3 The club provides full face masks for each lathe position.

5.4 Ear and eye protectors are provided for use of the band saws, drill press and tool grinder.

5.5 Members are expected to provide Respirators for their own use, as required.

5.6 Closed in shoes are required to be worn at all times.

5.7 Additionally two ceiling mounted room air filters are provided. These should be switched on whenever Turning is taking place.

## 6.0 PERSONAL SAFETY RULES

6.1 All members share a strong responsibility to themselves and to others to operate in a sensible and safe manner. A list of Personal Safety rules is included at Appendix e. These cover the expected actions and behaviour of members whilst turning and should be considered as a daily check list.

6.2 This list is to be referenced in the Induction course for all new members and also displayed on the club's notice board.

## 7.0 USE OF MACHINERY

7.1 By its nature Woodturning involves the use of machinery with fast moving parts that has the potential to cause serious harm.

7.2 Members are not permitted to use any of the machines without first receiving appropriate training. This applies to the Lathes, Bandsaws, Drill press, Belt sander, Tool grinder.

7.3 An attendance register for training sessions is kept, refer Appendix d.

## 8.0 SITE SAFETY CHECKLIST

- 8.1 The Site Safety Checklist is included at Appendix f. This records the items to be checked by the club to confirm they continue to be in good working order.
- 8.2 Inspections are to be carried out by Committee members, usually at the regular monthly Working Bees. Any deficiencies or actions are to be referred to the Committee for decision and action.
- 8.3 Additionally a chalk board is provided for all members to note any problem or equipment that requires rectification. This list is discussed by the Committee at each meeting.

## 9.0 RISK MANAGEMENT/ HAZARD IDENTIFICATION

9.1 Work related risks or hazards have been and are identified and recorded on the Risk Register, refer Appendix g. Work activities should be reviewed on an ongoing basis to check that the existing control measures are still managing risks and to identify any new risks that need to be managed.

9.2 Where possible risks or hazards should be eliminated or isolated. Control measures are to be put in place for those remaining.

9.3 Any individual can raise an item to be reviewed. The review is to be carried out by the club committee.

9.4 The Register is to be reviewed by the Committee at each meeting.

10.0 ACCIDENTS/ INCIDENTS

10.1 Recording - Accidents are recorded on the Accident/ Incident Register, refer Appendix h. Depending on the severity the accident will be investigated, actioned and documented on an Accident Investigation Form. The template for the Investigation Form is provided by Worksafe, refer Appendix i.

10.2 Reporting – Accidents are reported in the following ways:

1. At the next Committee Meeting
2. To the National Association of Woodworkers using their online injury report

<https://naw.org.nz/resourcesnew/injury-report/>

3. To Worksafe if a Notifiable event occurs, using their online form

<https://forms.worksafe.govt.nz/Accident/SeriousHarm>

11.0 MATERIAL SAFETY DATA SHEETS

11.1 Material Safety Data Sheets (MSDS) provide comprehensive information about the properties of a hazardous substance, how it affects health and safety in the workplace and how to manage these risks.

11.2 MSDS are included at Appendix j for the materials or products that are provided by the club for use in the workshop.

11.3 It is the responsibility of the person buying any new material or product for club use to also obtain the accompanying MSDS and update the register of MSDS.

## 12.0 TOXIC TIMBERS

12.1 All dust is considered toxic. Methods to minimise the impact of dust include:

1. Use of appropriate face masks
2. Mechanical air filtration in the workshop

Provision of face masks is the responsibility of individual members. Mechanical air filtration is provided in the workshop. Additionally the large garage door is usually left open during sessions, weather permitting.

12.2 Some woods are considered toxic. Exposure to, or contact with these woods can cause a variety of symptoms or trigger allergies.

12.3 Exposure to these woods can be eliminated by not using them. Generally toxic timbers will not be used by the club. Otherwise exposure can be minimised by wet sanding and washing face and hands immediately on completion of the session.

12.4 A list of timbers commonly used in the club is included at Appendix k. This records any known harmful effects of using the wood.

12.5 Further information and, more comprehensive lists can be found at:

1. <https://naw.org.nz/resourcesnew/toxic-wood/>
2. <http://www.ubeaut.com.au/badwood.htm>



## APPENDICES

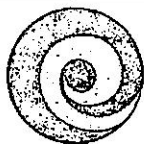
- a) Health & Safety Induction Register
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Appendix a

REGISTER OF MEMBERS RECEIVING THE HEALTH AND SAFETY INDUCTION INTO THE WORKING OF THE CLUB AND THE CLUB'S HEALTH & SAFETY REQUIREMENTS

No	Name	Date of Induction	Induction carried out by	Signature of Member



Appendix b

**HEALTH AND SAFETY DECLARATION**

**Health and Safety Declaration**

I (Print name), ..... declare that when in my Club's/Guild's premises or engaged in or watching its activities anywhere else I will:

1. Follow and abide by the health, safety and work practices as required for this Club/Guild or workplace and I acknowledge that it is my responsibility to learn about and remember those health, safety and work practices,
2. Take the actions listed in the Hazards list to minimise the risks identified,
3. Always use machines in a manner that is appropriate to the characteristics of the wood being worked and which will minimise the risk of injury to myself and others,
4. Always work with sharp tools which are appropriate to the task being undertaken,
5. When operating a machine always:
  - (a) Secure any loose hair and clothing to avoid it being caught in machinery or wood, and
  - (b) Wear or use appropriate safety equipment such as a face shield, safety glasses, dust mask, gloves, etc,
6. Identify to the Health and Safety Officer, or club executive, any new hazards observed and then work with that person to minimise that hazard, and
7. Promptly and without argument comply with all directions of a designated safety officer.

**Signed:**

.....

**Date:**

.....

...

**Note:** One signed copy is to be retained by the Club/Guild, and one copy is to be retained by the member.

Appendix c - Emergency Evacuation Plan



Emergency Evacuation Plan

In the case of an emergency requiring evacuation of the building, being:  
FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE, EXPLOSION,  
HAZARDOUS, SPILL OR PRACTICE EVACUATION

1. SHUT DOWN ALL PLANT AND EQUIPMENT

2. ALL PERSONNEL ON THE SITE ARE TO PROCEED IMMEDIATELY BY THE  
SAFEST ROUTE TO THE SAFE ASSEMBLY POINT

IN FRONT OF THE BUILDING OPPOSITE OUR GARAGE DOOR

---

Stay there until all people have been accounted for.

Do not return to the building until clearance has been given by the Club  
member in charge

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When calling 111 read the following:

We have an emergency at Hamilton Woodturners Club, situated at Big A  
Storage Shed, 486 Whatawhata Road, Hamilton

We need help from Ambulance/ Fire

Our Phone number is: **021 083 682 58**

The medical problem seems to be:

Then send someone to the gate to meet the emergency services

Appendix d - Record of Training in use of Machinery



REGISTER OF MEMBERS RECEIVING TRAINING IN THE USE OF MACHINERY

TOOL	<i>Eg large band saw, use a separate sheet for each tool</i>
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No	NAME	Date of Training	Training carried out by	Signature of Trainee

## Appendix e) Personal Safety Rules

### PERSONAL SAFETY RULES

#### YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY AND THE SAFETY OF OTHERS

##### PERSONAL SAFETY CHECKS BEFORE TURNING ON YOUR LATHE:

- CLOTHING – close fitting and securely fastened
- SAFETY GLASSES/ FACE SHIELD – worn, undamaged and clean
- FOOTWEAR – feet protected
- NO UNSECURED – long hair, jewellery
- FOOTING – no slip or trip hazards
- CLEAR AREA – around lathe

##### BEFORE TURNING ON YOUR LATHE, ALWAYS CHECK SET- UP:

- WOOD – sound, firmly secured, balanced
- CHUCK – secure on headstock, jaws in good condition and tight
- SPINDLE – unlocked
- TOOLREST – at correct height
- SECURELY LOCKED – tool rest, tailstock, headstock
- CLEARANCES – tool rest and work piece (rotate a full revolution by hand)
- LIGHTING – placement
- TOOLS – sharp and to hand
- CORRECT SPEED – Slow to start for larger or unbalanced pieces

##### WHEN WORKING:

- STAND CLEAR WHEN STARTING LATHE
- STOP LATHE BEFORE ALTERING TOOL REST
- DO NOT LEAVE LATHE RUNNING UNATTENDED
- UNUSUAL NOISES – STOP IMMEDIATELY – check workpiece fixing, faults in timber, clearances and lathe
- SANDING - move tool rest well clear and keep speed low (to avoid burning and heat cracks in wood)

##### WHEN FINISHED:

- TURN OFF POWER TO LATHE
- CLEAN UP – lathe, tools, tool table and floor area
- RETURN – gear to storage

*IF YOU ARE UNSURE ABOUT ANYTHING, JUST ASK*

Appendix f – Site Safety Checklist

<b>SITE SAFETY INSPECTION CHECKLIST</b>			
Inspection by: _____ Date: _____			
Item	Good Condition Y/N	Action required	Complete
<b>Housekeeping</b>			
Work areas clear			
Walkways clear, Exits marked			
Turning timber well stacked			
Trip hazards removed			
<b>General</b>			
First Aid Kit – Well stocked, check use by date			
Fire Extinguisher – available and up to date			
Face masks at lathes and saws			
Hearing protectors			
Warning signs displayed			
Lighting			
Shavings and Offcut bins emptied			
Seismic Restraints to cupboards			
QR Code			
<b>Notice Board</b> displaying			
Evacuation procedure			
Health and Safety policy			
<b>Machinery</b>			
Bandsaws generally, blades, pushsticks			
Lathes in good working order			
Bench Drill			
Grinder			
Belt Sander			
Dust Extractors			
Electric drills			
<b>Electrical</b>			
RCD/ Switchboard			
General Lighting			
Task Lighting			
Portable Appliance Testing up to date			
Check all leads, no leads on the floor			
Kettle			
Boiler			
<b>Hand Tools</b>			
Stored neatly			
Tools sharp			

Appendix g

**HAZARD/ RISK REGISTER**





Appendix h

**ACCIDENT/ INCIDENT REGISTER**



Appendix i

**ACCIDENT INVESTIGATION FORM**

# ACCIDENT INVESTIGATION FORM

Name of organisation:

Branch/department:

Nature of damage:

## 1. Particulars of Accident

Date of accident:     /     /

Time:

Location:

Date reported:     /     /

Object/substance causing damage:

## 2. The Injured Person

Name:

Address:

Date of birth:     /     /

Phone number:

Length of employment – at plant:                      on job:

Type of Injury:

Bruising      Dislocation      Strain/sprain  
Scratch/abrasion      Internal      Fracture  
Amputation      Foreign body      Laceration/cut  
Burn/scald      Chemical reaction  
Other: (specify injured part of body)

Comments:

## 3. Damaged Property

Property or material damaged:

## 4. The Accident

Description:

Describe what happened.

If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

Analysis:

What caused the accident?

How serious could it have been?

Minor      Serious      Very serious

How often is this likely to happen again?

Never      Rarely      Occasionally      Often

**Prevention:**

What action has or will be taken to stop another accident like this happening?

Tick items already actioned.

Write below if you need more space.

**ACTION**

**TICK**

**BY WHOM**

**WHEN**

**5. Treatment and Investigation of Accident**

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by:

Date: / /

WorkSafe advised:    Yes    No

Date: / /

Appendix j

**MATERIAL SAFETY DATA SHEETS**

Material Safety Data Sheets included

	Material	Date added



## Appendix k

### LIST OF TOXIC TIMBERS

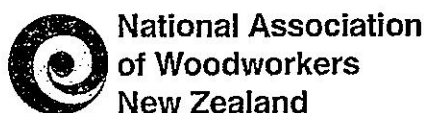
Alpine Ash, or Messmate, or Tasmanian Oak ( <i>Eucalyptus delegatensis</i> , or <i>E. obliqua</i> , or <i>E. regnans</i> ).	Irritation to nose, eyes and throat, dermatitis <sup>1,3,5</sup>
Apple ( <i>Malus spp</i> )	Nothing reported
Beech, European( <i>Fagus sylvatica</i> )	Nasal cancer. <sup>1,3,4,5</sup> Dermatitis. <sup>1,3,5</sup> Decrease in lung function. <sup>2,3,5</sup> Eye irritation. <sup>3,5</sup> Sensitiser. 4
Beech, NZ ( <i>Nothofagus spp</i> ) <sup>5</sup> species	Irritation to mucous membranes. <sup>7</sup>
Black maire ( <i>Nestegis cunninghamii</i> ).	Nothing reported
Black walnut ( <i>Juglans nigra</i> ).	Sensitiser of skin and eyes. <sup>4,5</sup>
Blackwood ( <i>Acacia melanoxylon</i> ).	Dermatitis, asthma, irritation to nose and throat. <sup>1,3,5</sup> Sensitiser of eyes and skin. <sup>3</sup>
Brush box ( <i>Tristania conferta</i> )	Nothing reported
Camellia ( <i>Camellia japonica</i> )	Nothing reported
Camphorwood ( <i>Cinnamomum camphora</i> )	Nothing reported
Cherry ( <i>Prunus</i> spp).	Nothing reported
Chestnut( <i>Castanea sativa</i> )	Dermatitis (possibly from bark lichens). <sup>2,3,5</sup>
Ebony. ( <i>Ebeaceae</i> spp)	Skin inflammation. <sup>1,2,3,4</sup> Acute dermatitis, sneezing. <sup>1,2,3</sup> Conjunctivitis. <sup>1,2</sup> Possibly a skin sensitiser. <sup>3</sup>
English elm( <i>Ulmus procera</i> ).	Dermatitis, irritation of mucous membranes, cancer. <sup>1,3,4,5</sup>
European ash ( <i>Fraxinus excelsior</i> ).	Decrease in lung function. <sup>2,3,5</sup> Rhinitis, asthma. <sup>5</sup>
European box ( <i>Buxus</i> )	Sensitiser, dermatitis, irritant to eyes, skin, nose

<i>sempervirens</i> ).	and throat. <sup>3,5</sup>
European walnut ( <i>Juglans regia</i> ).	Dermatitis, nasal cancer. <sup>1,5</sup> Sneezing, rhinitis. <sup>2,3</sup> Sensitiser. <sup>3</sup>
Grapefruit	Nothing reported
Gum ( <i>Eucalyptus</i> spp.).	Nothing reported for most species
Holly ( <i>Ilex</i> spp.).	Nothing reported
Jarrah ( <i>Eucalyptus marginata</i> ).	Irritation to nose, throat and eyes. <sup>1,3,5</sup>
Kahikatea ( <i>Dacrydium dacrydioides</i> ).	Dermatitis, irritation to nose, throat. <sup>1,7</sup>
Kamahi ( <i>Weinmannia racemosa</i> ).	Nothing reported
Kanuka ( <i>Kunzea ericoides</i> ).	Nothing reported
Kauri ( <i>Agathis australis</i> ).	Non-specific respiratory symptoms reported. <sup>6</sup>
Kowhai ( <i>Sophora tetraptera</i> or <i>S. microphylla</i> )	May be toxic if chewed.
Laburnum ( <i>Laburnum anagyroides</i> ).	Seeds highly toxic. <sup>5</sup> Wood may be toxic if chewed.
Lacebark ( <i>Hoheria populnea</i> ).	Nothing reported
Lancewood ( <i>Pseudopanax crassifolium</i> ).	Nothing reported
Lawson cypress ( <i>Chamaecyparis lawsoniana</i> )	Nothing reported
Lawsoniana ( <i>Chamaecyparis lawsoniana</i> )	Nothing reported
Macrocarpa ( <i>Cupressus macrocarpa</i> ).	Nothing reported
Magnolia ( <i>Magnolia</i> spp.).	Nothing reported
Mahogany ( <i>Swietenia mahoganii</i> )	Dermatitis, mucous membrane irritation. <sup>2,3</sup> Respiratory disorders. <sup>2,3,4</sup> Sensitiser. <sup>4</sup> Giddiness, vomiting,

	furunculosis. <sup>5</sup>
Matai ( <i>Prumnopitys taxifolia</i> ).	Nothing reported
Miro ( <i>Podocarpus ferrugineus</i> ).	Nothing reported
Mountain ash ( <i>Eucalyptus regnans</i> )	Dermatitis, irritant to nose, eyes and throat. <sup>3</sup>
Ngaio ( <i>Myoporum laetum</i> )	May be toxic if chewed.
Norfolk Island pine ( <i>Araucaria heterophylla</i> ).	Nothing reported
Oak, European ( <i>Quercus robur</i> and <i>Q. petraea</i> )..	Asthma, sneezing, eye irritation. <sup>2,3</sup> Dermatitis. <sup>5</sup> Sensitiser. <sup>3,4</sup> Nasal cancer. <sup>4,5</sup>
Olive ( <i>Olea europaea</i> )..	Irritant and sensitiser of eyes, skin and lungs. <sup>3,5</sup>
Pear ( <i>Pyrus communis</i> ).	Nothing reported
Pine ( <i>Pinus radiata</i> ).	Contact allergen. <sup>7</sup>
Plane ( <i>Platanus</i> spp).	Nothing reported
Plum ( <i>Prunus</i> spp.).	Nothing reported
Pohutukawa ( <i>Metrosideros excelsa</i> ).	Nothing reported
Puriri ( <i>Vitex lucens</i> ).	Nothing reported
Rata ( <i>Metrosideros robusta</i> and <i>M. umbellata</i> ).	Nothing reported
Rewarewa ( <i>Knightia excelsa</i> ).	Nothing reported
Rimu ( <i>Dacrydium cupressinum</i> )	Irritation to nose, eyes, cough. <sup>1,3,5</sup>
Robinia, black locust, false acacia ( <i>Robinia pseudoacacia</i> ).	Irritant to eyes and skin, nausea, malaise. <sup>2,5</sup>
Sheoak ( <i>Casuarina</i> spp.).	Nothing reported
Silky oak ( <i>Grevillia robusta</i> ).	Sap may cause blistering of skin, inflammation of eyelids. <sup>1</sup> Green timber and dust may cause dermatitis. <sup>1</sup>

Silver birch ( <i>Betula pendula</i> ).	Dermatitis and respiratory health problems. <sup>5</sup>
Sycamore ( <i>Acer pseudoplatanus</i> ).	Nothing reported
Taraire ( <i>Beilschmiedia taraire</i> ).	Nothing reported
Tawa ( <i>Beilschmiedia tawa</i> ).	Respiratory symptoms reported. <sup>6</sup>
Teak ( <i>Tectona grandis</i> ).	Dermatitis. <sup>1,2,3,5</sup> Conjunctivitis, over sensitivity to light, swelling of scrotum, irritation to throat and nose, nausea. <sup>1,3,5</sup> Nettle rash. <sup>2</sup> Respiratory disorders. <sup>2,3,4</sup> Sensitiser. <sup>4</sup>
Titoki ( <i>Alectryon excelsus</i> ).	Nothing reported
Totara ( <i>Podocarpus totara</i> ).	Nothing reported
Wattle ( <i>Acaciapp.</i> ).	Nothing reported
Yew ( <i>Taxus baccata</i> ).	Congestion of lungs, nausea, fainting, irritation of alimentary tract, visual disturbances. <sup>1</sup> Dermatitis, headache. <sup>1,2,3</sup> Blood pressure drop, cardiac effects. <sup>2,3</sup> Direct toxin. <sup>4</sup> >

Appendix I - Health and Safety Guidelines for events accessible to the public



## **Health and Safety Guidelines**

### **For events accessible to the public**

This is a guide for an event intended for operation by club members and attendance by members of the public. This is a situation where those attending are generally watching the purpose of the event.

#### **Background**

Many woodworking clubs and guilds put on displays of woodworking and in particular woodturning. To ensure the safety of the public, demonstrators and supporters, a set of guidelines is required to give clubs a checklist to ensure all goes well and nobody is hurt.

#### **Aim**

The aim of this Code of Practice is to ensure the wellbeing of spectators and demonstrators who attend live woodworking displays.

#### **Safety Officer**

If safety is to be taken seriously someone needs to take responsibility to ensure the display is well set up and safe. It is recommended that a Safety Officer be appointed who is responsible for the set-up and layout of the display and the wellbeing of the people present throughout the event. The Safety Officer should take all practical steps to ensure no one is hurt. ACC Injury Prevention Consultants in the local area can be contacted and will provide assistance if guidance is needed.

#### **Machine Operators**

Each machine operator signs a Health and Safety Declaration for this event. The organisers of the event expect operators to abide by that declaration for the duration of this event.

### **GUIDELINES FOR SAFE WOODWORK DISPLAYS**

#### **Plan**

Initially a reconnaissance of the site is necessary to collect data on ground size, exits, existing walkways, and especially power points. Then a plan of the display should be done prior to setup. The plan should include the complete layout of the display, naming the key work areas for the demonstrators. A "roped off" area of at least 1 metre around the display needs to be incorporated in the plan. Assembly areas for spectators, that will allow safe viewing, need to be incorporated into the plan. Clear walkways to and from the display must be noted on the plan allow a safe exit in case of an emergency and also access for the public to flow round the display. Consider on the plan layout where the

power points are so power leads are not lying across walkways.

### **Hands-on demonstrations**

If the display is to include spectator “have-a-go” displays it is important to make sure only the spectator and the tutor are allowed inside the demo area at one time. This leaves the tutor to assist and not have to watch others as well, especially small children.

### **Points to consider**

The public is “roped off” from the display area. Remember, small children can walk underneath a rope, a fence is more appropriate.

See through safety shields are put in place where machinery is working.

## **LATHE SAFETY GUIDELINES**

### **The Lathe**

- The lathe must be in good repair. Check nothing has been damaged in transit, check alignment, binding of moving parts, wiring and security devices.
- Make sure all guards and covers are in place.
- Check that all locks on the tailstock and tool rest are tight.
- A clear perspex or wire netting shield should be installed between the lathe and the spectators.
- Have an approved earth leakage circuit breaker (ELCB) or safety transformer attached at the power source that supplies each lathe. Inspect electric cords for damage. Avoid the use of extension cords if possible.

### **The Operator**

- The operator should not be tired or under the influence of drugs or alcohol.
- The operator should be well versed in all aspects for the safe operation of the lathe, including electrical and speed controls, attachments, chucks, rests and security devices.
- The operator must wear safety goggles or safety glasses and a full-face shield when necessary.
- Loose clothing, ties, jewellery or any objects that may catch in rotating machinery should be covered with a close-fitting coverall.
- Long hair should be tied back or secured under a hat or net

### **Operating Guidelines**

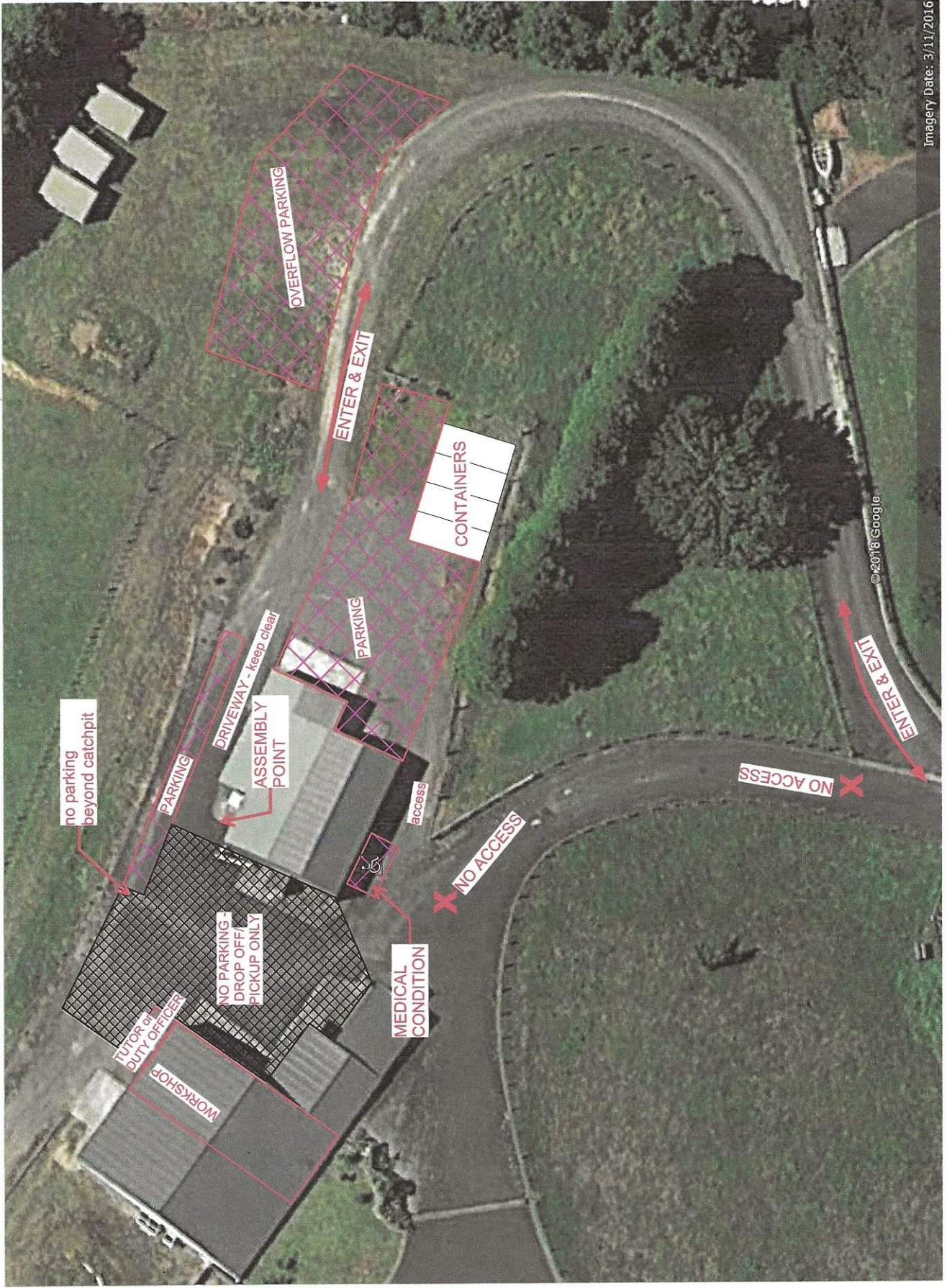
- Lathe speeds – Use slower speeds for larger diameter pieces or roughing out, smaller diameters must be worked at a safe speed. The lathe should not shake or vibrate.
- If the workpiece becomes unstable or an unusual noise is noticed the machine must be stopped and the reason ascertained.
- Rotate the workpiece by hand to make sure it clears the toolrest and bed before turning the lathe on.
- Make sure that the workpiece turns freely and is firmly mounted.

- Always turn the lathe off before adjusting the tool rest
- Check workpiece for cracks, splits, checks, bark, knots and irregular shapes. Suspect pieces should be discarded.
- Always remove the toolrest before sanding operations are done.
- Wood dust can be harmful to users and spectators. It is recommended that power sanding be excluded from demonstrations and hand-held sanding be kept to a minimum. As a note, spectators are more interested in woodturning than wood sanding. Green wood turning demonstrations are by far the safest for all concerned.
- Never overreach the job, keep proper footing and balance at all times.
- Keep the work area free of clutter on the floor to provide plenty of legroom.
- Keep tools sharp.
- Remove chuck keys and adjusting wrenches. Form a habit of checking for these before switching on the lathe.
- Never leave the lathe running unattended. Turn power off. Don't leave the lathe until it comes to a complete stop.

Appendix m - Parking Plan

**PARKING PLAN**





**Hamilton Woodturners Club - site access, parking and assembly point**