

Mission Statement:

Woodcraft Manningham is a non-profit organisation formed to promote appreciation and engagement in all forms of woodcraft.

The Aim of the club is:

- 1- To promote, foster and encourage interest in woodcraft activities among all members of the community.
- 2- To provide a suitably equipped centre for the practice of woodcraft activities.
- 3- To provide a meeting place for men and women with an interest in wood crafting, and develop the opportunities for people engaged in wood craft activities to meet with others so engaged.
- 4- To encourage, promote, and facilitate the exchange of information and sharing of relating the practice of woodcraft.
- 5- To assist members in advancing their knowledge of woodcraft and their practical skills.
- 6- To encourage members to continuously raise the standard of their crafted wood products and to gain recognition for the standard of their work.
- 7- To cooperate with other clubs and organisations to further the purposes of the Association.

Woodwork Health and Safety.

Our workshop has many potentially dangerous tools. For your safety and the safety of others, only use those machines your leader has confirmed you are competent to use. Training in the use of the machines is provided by group leaders as the need arises. Once you have been trained and reached an acceptable standard you will be recorded as being able to use that machine. Then you will be able to do so. If you do not feel confident before you start, ask for help.

Health and Safety Rules:

1- Flammable Liquids:

Members may bring a small quantity of flammable liquids (polishes and varnishes etc.) for their own use, but must not store it at the club house. Members are expected to obtain, read and follow all the safety precautions relating to the use of the material.

Tissues and rags impregnated with flammable liquids, oils or waxes must not be disposed of in the club waste bins as these may undergo oxidation, auto combustion and ignite, causing fire.

2- Machines:

Members must not operate any machine unless they have been accredited to use it and have read and understood the safe operating instruction. (The safe operating instruction will be displayed on each machine or group of similar machines (e.g. Wood turning Lathes)

3- Private Tools:

Members are responsible for ensuring that private tools are safe to use on the club premises. However if the Group Leader requests a member to cease using any of his private tools on the premises; the member must obey such instructions immediately. Power tools must be inspected, tested and tagged on the owner's expense.

4- Wood and Material:

See also club policy on Banned, Dangerous Timbers and use of second-hand timbers.

Second hand timber.

With the exception of wood for turning (and only when being turned), Second hand timber must not be used without the express approval of the group leader on duty at the time.

Before using any second hand timber it must be:

1. Thoroughly brushed down with a wire brush and checked with the metal detector. (if you don't know which is the metal detector or how to use it ask your group leader)
2. Be cleaned of all grit.(second hand timber may need to be washed prior to use)
3. No painted timber to be used on any of the club machinery. Any damaged machinery as a result of using painted timber will be repaired on the expense of the offending user.

5- Drugs and Alcohol:

No member is allowed on the club premises while (s)he is affected by alcohol or is affected by drugs. Members using medication need to check with their medical practitioner if the medication has any detrimental effect on them using machinery.

If a group leader suspects a member of being affected by alcohol, drugs or medication, the group leader will require the member to stop using the club equipment, and may require the member not to attend any further sessions until such time (s)he is fit to use the club equipment.

6- Smoking:

Smoking is prohibited on the club premises

7- Working Alone:

No person is allowed to operate any machinery or work alone, under any circumstances.

8 - Jewellery, Loose Clothing, Hair and Footwear:

Jewellery, long, loose hair and loose clothing must not be worn while operating machinery as these could lead to body entanglement and possible injury. Suitable footwear must be worn. This means enclosed shoes with a minimal heel and good grip.

9- Group Leader's Instruction:

For your safety and the safety of others you must follow the group leader's instructions, and if you are required to cease an action or activity you must do so immediately.

The club has the following documents which are displayed on the club notice board and members must familiarise themselves with them.

- What to do in a Medical Emergency – Note that first aid kit is located on the right of the workshop on the tool-board.
- Emergency Evacuation Plan
- General Safety Rules
- Workshop General Safety Rules
- Banned and Dangerous Timbers

House Keeping:

Attendance Book. It is mandatory to sign the attendance book at the start of each activity session. The attendance book helps the leaders keep track of the numbers in each group. It is also required if there is a fire in the building.

If you are not able to attend your activity group please advise the leader before the meeting. This may help the leader allocating in tools or resources for your session.

Tea and Coffee. Tea, coffee and soft drink are available in the kitchen. Tea and coffee are 50 cents for a bottomless cup and the soft drink is a \$1 per can. Cups are to be returned to kitchen, washed and placed in the cupboard. Please clean the kitchen at the end of the session. And switch off the urn.

Toilets. Men's, women's and disabled toilets are attached to the Netball office near the south west corner of the workshop. The key to the toilets is hung on a hook at the entrance end of the tool board. After using the toilets please ensure the lights are turned off, the toilet door locked and the key returned.

Name Tags. All members are issued with club name tags. Please wear your name tags to all club and inter-club activities.

Library. The club library is available to all members. It operates on an honour system. If you want to borrow a book, magazine or video all you have to do is write the name of the item, your name, and date in the loans book. When you bring the item sign it off with the return date. There is also lots of valuable information on the club website.

Cleaning.

Cleaning after group activities. At the end of each group activity the club room is to be cleaned. This is a responsibility of all members who have been involved with the activity. All machines, work benches, tables and chairs/stools are to be cleaned, cleared of all materials and returned to their normal positions. The floor including the foyer library and kitchen are to be swept.

Monthly workshop clean. One activity group is rostered each month to give the workshop a thorough clean. Each activity group can expect to be rostered on about once each year. Cleaning to be performed to clubs' detailed procedure.

Contacts:

Postal Address: PO Box 567 Templestowe, 3106 Victoria.

Phone Number: (03) 9846 8148 (during club hours only)

Web address: www.woodcraft-manningham.org.au