

Triton Owners' Club of the Australian Capital Territory Inc. (TOCACT)

Occupational Health Safety Policy

Objectives

A primary objective of the Triton Owners' Club of the Australian Capital Territory Inc. (TOCACT or the Club) is to promote and educate members in matters relating to occupational health and safety (OH&S) as an ongoing requirement. This is a reflection that woodworking includes activities that are inherently dangerous to both the worker and others present. TOCACT has an obligation to provide a safe environment for its activities but ultimately safety is everyone's responsibility.

The OH&S objectives of the Club are therefore twofold, namely:

1. To provide a safe and healthy environment for Club activities; and
2. To ensure members are aware of health and safety risks with woodworking and are aware of appropriate measures and procedures for managing these risks.

Role of the Committee

In accordance with the Club's OH&S objectives, the Club's Committee will:

1. endeavour to identify OH&S risks associated with Club activities;
2. as it deems necessary prepare OH&S *Procedures Factsheets* that provide guidelines, operating instructions or procedures to address the key OH&S risks associated with the activities of the Club noting that;
 - a. the overall procedures for managing OH&S Policies and Procedures will be set out in the initial *Procedures Factsheet(s)*; and
 - b. Factsheets may outline additional roles and responsibilities for Committee Members, the Safety Officer and Club Members;
3. develop and maintain reporting systems for OH&S and take remedial action as required in relation to reported incidents;
4. appoint a safety officer who is familiar with and has had extensive experience with Triton equipment;
5. allocate Club resources to implement and support safe working practices;

Title	Occupational Health and Safety Policy
Date Approved	August 2015
Next Review	Review Annually by July August
Distribution	Can be released publicly via website
Related documents	All Procedures

Document History	Author(s)	John Karas
Version	Version	Final

6. facilitate two way exchanges between Club Members and the Committee on safety issues;
7. take out appropriate insurance to provide compensation in the event of an accident; and
8. put in place programs to provide ongoing education to members on matters relating to OH&S matters.

The Safety Officer

The Safety Officer shall be appointed by the Committee and will be encouraged to attend Committee meetings on a regular basis. The Committee will give the Safety Officer the authority that is necessary to ensure safe operating procedures are adhered to at Club meetings.

The Safety Officer may appoint an alternate safety officer(s) who will have the full authority and responsibilities of the Safety Officer at meetings which the Safety Officer does not attend.

The Safety Officer will

1. oversee OH&S matters for the Club and manage safety issues at Club meetings particularly for demonstrations or activities where members are using equipment. This may involve;
 - a. familiarising demonstrators (including visiting demonstrators) with relevant OH&S operating procedures for using Club equipment;
 - b. identifying additional safety measures that need to be implemented where demonstrators are using their own equipment or undertaking activities not covered by the *Procedures Factsheets*;
 - c. checking that members undertaking activities are competent in the use of the equipment being used and are familiar with safe operating procedures including those outlined in the relevant *Procedures Factsheets*; and/or
 - d. providing briefings to members on safe operating procedures.
2. check that members undertaking activities for the Club in their own workshops are aware of safe operating procedures and are aware of any high risk steps required in club projects they are working on. Convenors of Special Interest Groups and the Safety Officer may need to liaise with each other to address these issues;
3. provide feedback, advice and guidance to the Committee on safety issues and support the Committee's ongoing management of OH&S Policies and Procedures;
4. support programs to educate members on OH&S matters.

Responsibility of Members

Members are expected to contribute to a safe work environment by making best endeavours to protect their own safety and that of fellow members while undertaking Club activities.

In taking responsibility for their own health and safety, members should at least:

1. sign the Attendance Book (to ensure compliance with insurance policy) and meet recording requirements for other Club activities;
2. be familiar with the Club's OH&S Policies and Procedures and the *Procedures Factsheets*;
3. comply with any request of the Safety Officer, all safety instructions and observe any restrictions placed on the operation of machinery or equipment for Club activities;
4. protect their own health and safety and that of others by wearing appropriate clothing and footwear, tie back long hair when using equipment for Club activities and not operating equipment while under the influence of alcohol or drugs;
5. provide their own personal protection equipment (PPE) where protection is required or use equipment provided by the Club to protect their health and safety;
6. advise the Safety Officer or a Club Committee Member of any accidents or near misses whilst undertaking Club activities and/or anything they are aware of which would improve the safety of Club activities; and
7. actively participate in Club programs to increase awareness of OH&S issues.