General Workshop Rules

Waverley Woodworkers Inc.

Issued by the Committee • September 2026

Purpose

These rules set out the practical requirements for safe and efficient use of the workshop. They complement the Code of Conduct and machine-specific Standard Operating Procedures (SOPs). Compliance is a condition of using the Club rooms and equipment.

Entry, attendance and Duty Member

- Sign in on entry and sign out when leaving. Pay any applicable session fee at entry unless covered by the Gold Pass.
- Wear your Club name badge when attending where provided.
- The Duty Member is the Committee's nominated representative during opening hours and is responsible for session oversight and enforcing safety requirements.
- Follow reasonable directions from the Duty Member. The Duty Member may stop unsafe work or require a member or visitor to leave the premises.

Access and supervision

- During scheduled hours, members may work only when the workshop is open and a Duty Member is present.
- Outside scheduled hours, at least two members must be present, including at least one authorised Duty Member. Administrative, minor maintenance and Club project work may be undertaken alone, but machinery must not be operated or test-run when alone.
- Visitors entering work areas must be accompanied and supervised by a member. Children under 14 are not permitted in the workshop during working activity. Pets are not permitted.

Machinery and SOPs

- Read, understand and follow the SOP for each machine before use; complete any required induction or authorisation.
- Use machinery only for its intended purpose and do not undertake maintenance, modification or repair unless authorised.
- Report faults, damage or unusual operation immediately to the Duty Member and record maintenance issues as required.

- Unsafe equipment must not be used. It may be isolated, signed and locked out until attended by an authorised person.
- Return machines to their default safe configuration after use, including guards and removable tooling.

Personal safety

- Wear enclosed footwear, eye and hearing protection as required. Eye and hearing protection is required for people operating, observing or assisting with powered machinery.
- Contain long hair and loose clothing to prevent entanglement.
- Use dust extraction whenever required by the machine or process. Wear a suitable dust mask for sanding and other activities producing fine particles.
- Do not use machinery while affected by alcohol, recreational drugs or medication that impairs safe operation.

Workshop housekeeping and shared equipment

- Keep floors, benches and machine areas clear. Do not leave bags, tool kits, sharp objects or project materials where they create hazards.
- Clean machines, clamps and work areas after use and assist with general end-of-session housekeeping.
- Share benches and machines fairly. Where others are waiting, limit machine use to 30 minutes or agree an alternative arrangement.
- Glue-ups may remain overnight only when clearly identified and must be removed promptly the following day. Protruding clamp bars must be made conspicuous.

Dust, waste and materials

- Use the workshop dust extraction and air filtration systems as directed. Portable orbital and belt sanding is to be carried out in the external driveway area.
- Dispose of wood waste and shavings in the designated locations. Large quantities of shavings generated by a member's work should be taken away by that member.
- MDF, particle board and plywood waste must go in the designated rubbish bins, not the firewood sack.
- Do not pour glues, paints, solvents or chemicals down sinks. Dispose of waste and contaminated rags through the designated hazardous-waste arrangements.
- Do not store hazardous chemicals on site without Committee approval.

Reclaimed and controlled timber

- Before machining reclaimed or recycled timber, remove coatings and clean the material of grit, dirt and other contaminants.
- Visually inspect reclaimed timber and use the designated metal detector to check for nails, screws, staples, stones and other embedded metal.
- Check moisture content where required, particularly before using the SawStop table saw.
- Treated Pine (H1–H6) is prohibited.

Club property and projects

- Do not use Club materials for personal projects without approval.
- Label personal materials and store them only in designated areas. Unlabelled or abandoned materials may be disposed of.

- Do not remove Club tools, equipment or materials from the premises without authorisation.
- Members may be responsible for damage resulting from wilful or negligent misuse following investigation by the Committee.

Emergency and first aid

- In an emergency, stop work and follow the Duty Member's instructions. Switch off machinery where safe to do so and evacuate promptly.
- Proceed to the assembly point at the southern end of the carpark and await further instructions.
- Call emergency services as required. Only use fire extinguishers if trained/competent and a safe exit remains available.
- First aid is to be provided by trained personnel where possible. Report incidents to the Duty Member and Committee and complete the required incident record.

Kitchen and common areas

- Keep the kitchen and common areas clean. Wash and return communal items immediately and clean spills.
- Remove shared food promptly to avoid contamination and illness. Dispose of food waste in the designated Council bins.
- Smoking is not permitted on Club premises.

Reporting and suggestions

- Record defective or unsafe equipment in the maintenance book and notify the Duty Member. Unsafe equipment must be isolated from use.
- Suggestions for improving the Club are welcome and should be raised with the Duty Member or Committee.