



## Health & Hygiene Procedure No: SIMS-HHP-105

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### Health & Hygiene Procedure

#### First Aid

In the event of an injury, the injured person may be in need of First Aid. Sheds are encouraged to have several Members trained in First Aid.

If no-one with training is available, then an Emergency Contact or, in their absence, an Ambulance should be called. The injured member's file needs to be examined because it may contain important information regarding disabilities, medication and allergies that could be critical.

All injuries regardless how slight need to be recorded in the First Aid Register that is to be kept by each Shed. This information will help identify trends at a Shed so that problems can be fixed. It is also a legal requirement.

First Aid Kits are required at each Shed. Below is a typical kit however each Shed may have the need for additional items to treat issues that apply to their activity. For example, Sheds that have hot work (cooking and welding) should provide products to treat burns. Each Shed needs to routinely check the kit and where necessary, restock with fresh supplies.

#### Basic First Aid Kit





QUANTITY	Description
1	Dressing Strips 50's
2	Non-Adherent Dressings 10cm x 10cm
2	Conforming Bandage, 10cm
2	Conforming Bandage, 5cm
3	Wound Dressings, No 15
1	Hypoallergenic Tape
4	Triangular Bandages
2	Eye pads, Sterile
5	Sodium Chloride, 10ml
10	Alcohol Swabs
3	Gauze Swabs, 5's
1	Emergency Foil Blanket
1	Scissors, S/Steel
1	Forceps, S/Steel

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12	Safety Pins
2	Latex Gloves
1	Tissues, 10's
3	Plastic Bags
1	Burn cream
1	Notepad
1	Pencil
1	Container
1	1 x 150mm pressure bandage for snakebites.
1	First Aid information book

### Hints

-  In a woodwork shop, splinters in the hand are commonplace so ensure there are a variety of tweezers available
-  Extra eyewashes for dust in the eye are very useful
-  Some Sheds have found the 'Spray on' plastic skin to be useful for keeping scratches & grazes clean.
-  Finger bandages with an applicator are also useful as stick-on dressings may come off in the workshop.



### Shelf-Life Monitoring

Men's Sheds need to identify items that have a defined shelf life and ensure that a diary system is implemented to track and replace items prior to exceeding their shelf life.

Of particular concern are food items. Sheds are required not to take risks with the use of out-of-date food items and instead dispose of them. This also applies to items such as milk stored in the kitchen fridge.

Chemicals/glues/paints/solvents that have shelf lives are also to be treated cautiously. If any of these items are to be disposed of, then it needs to be done correctly.

Please refer to the manufacturer's instructions and/or examine the applicable SDS. If doubt still exists, then contact your local Council for disposal instructions.

### Labelling

Men's Sheds are required to ensure that labels on containers display the contents of the container adequately and accurately.

If smaller amounts are transferred from the main container to a smaller one, great care needs to be taken when using/disposing of the smaller/work containers because harm could result and it is likely that important safety information—imposed by Legislation—will not be completely available on the smaller work container.

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For example, a plastic water bottle filled with mineral turpentine would poison and possibly kill a drinker who mistook the contents for water—the water bottle **MUST** be correctly and prominently labelled so that misuse can be avoided.

Buyers of products made by Men's Sheds need to be advised of limitations to usage if harm could result. An example could be the need to refrigerate/store certain food items below 4 deg. C. This should be made clear on the label. Another could be not to exceed certain weights on furniture items such as stools.

These are precautionary measures to guard against the possibility of contravening laws.

Men's Sheds should be aware that each State has its own labelling laws about how labels are to be produced and what information is required.

If Men's Sheds are conducting activities that might require labelling, then it is advisable to seek professional assistance in this regard.

A reasonable approach to determine the minimum needs could be to examine labels for similar products in a retail store and examine the Safety Information that is displayed on the labels.

For more detailed information, AMSA suggests that you visit the Australian Government Department of Environment & Heritage website.

### ***The National Chemical Information Gateway***

[http://apps5a.ris.environment.gov.au/pubgate/cig\\_public/!CIGPPUBLIC.pStart](http://apps5a.ris.environment.gov.au/pubgate/cig_public/!CIGPPUBLIC.pStart)

Designed to help you find relevant information about chemicals as quickly and easily as possible, the information has been arranged into topics to help focus your search or you can use the 'search' facility.



### ***Waste Disposal***

It is anticipated that most waste from Men's Sheds will utilize the normal services of Local/State Government for disposal.

Items that fall under the heading of 'Trade Waste' comprise all waste that is unacceptable to normal local/State government services. For example, paint tins, pieces of machinery, toxic substances

These items need to be disposed of in an acceptable and legal manner and often the disposal instructions are on the container.

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Methods of disposal can vary from place to place so, if in doubt, the Men's Shed should contact the local Council for advice.

### ***No Smoking***

AMSA requires that smoking is not permitted at any time in any section of the Men's Shed that breaches State Laws. Smokers are asked to dispose of their cigarette butts safely and without littering the general area of the Men's Shed.



### ***Drugs & Alcohol***

AMSA policy is that the illegal use of drugs is not permitted in the Men's Shed at any time and that legal amounts of alcohol is only consumed when no other 'work' activities are taking place that involve the use of power tools or equipment (sensible use of a BBQ is an exception).

The above does not apply to 'Prescription' medication that can be taken in accordance with the doctor's instructions.

### ***Prescription Medication***

Members who need to take prescription medication are free to do so at the Men's Shed. However, members need to be aware of any medication they are taking which may impact on their ability to work safely with tools and equipment.

This information should be conveyed to the member in charge of operations. If there is any doubt as to the ability of the member to operate tools and equipment then that member should seek written clearance from their GP.

If the medication is possibly required to be administered by another person, the person to provide such assistance needs to be suitably able to do so and be agreeable.

Unless the person providing assistance is qualified, specialized assistance such as administering an injection or changing dressings, should be avoided (unless a critical emergency exists and such assistance is believed essential. The assistance needs to be supervised by a doctor via a phone if the doctor cannot be present.

### ***Report Disabilities (Permanent & Temporary)***

Members are required to advise of any existing disabilities when registering as new members. The prime reason is to ensure that the health and safety of the member and others is preserved. The New Membership template (included in the Induction section of this manual) includes a section where members can record any disabilities.

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Disabilities may be apparent but it is recognized that some are not and may be the source of embarrassment if made known to other members.

SIMS requires that all disabilities/impairments that can affect safety be made known to the Member in charge of operations or Membership Officer who will note it on file and not communicate it to anyone else (unless the member or carer has made such information common knowledge).

Each member is assessed to determine which equipment they are safe to use. Any disabilities will be taken into account in this determination. This information is recorded on a 'Skills Register' and attached to each machine. (*refer Risk Management section on Assessment*).

If a current member recovers from a disability or, suffers a disability, it needs to be reported so that the member's record is corrected and accurately reflects the current status prior to undertaking an activity that might compromise health & safety at the Men's Shed.

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