

Maintaining a safe and healthy workplace at 'The Shed' during Covid-19 Pandemic.

1. The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.
2. To keep The Shed and our members healthy and safe, we are required to assess the intended operations and work to identify, understand and quantify risks and to implement and review control measures to address those risks. Wherever practical this will be done in consultation with members.
3. The Shed management and members must actively control against the transmission of COVID-19 consistent with the latest advice from the [Australian Health Protection Principal Committee \(AHPPC\)](#), including considering the application of a hierarchy of appropriate controls where relevant.
4. Management and members must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and consistent with advice from health authorities
5. Health advice for persons over 70 years of age, or over 60 years of age who have existing health conditions or comorbidities is they are most at risk. This includes the majority of our members.
6. Monitoring --people with symptoms, or who have been in contact with, or who have a confirmed diagnosis of COVID-19 are required to inform shed management, and **MUST NOT** attend The Shed and, self-isolate as required. Members privacy will be respected at all times.

Safe Procedures--The following procedures will apply to persons at The Shed for the duration of Covid-19.

1. **Registration of intent to attend The Shed.** In order to ensure that only the numbers permitted to use specific areas are not exceeded; Members, with a current Name Badge, are to register online with Eventbrite, simply:

connect to <https://www.eventbrite.com.au/e/kushed-tickets-108801054884>

Select the date and book a ticket for your selected area. You will then be advised by email if your booking has been accepted within the limit for the area selected.
Members are permitted to attend only once each week, unless there are specific circumstances approved by the Committee.
2. **Entry to the Shed** – All entry will be via the Roller door entrance adjacent to the panel saw. Other doors may be open throughout the day, for ventilation and safety, But, all persons on first entry for the day must use the above Roller door entrance. **Before using the above entrance members must either, clean their hands using: either, hand sanitiser or, wash their hands using soap and water utilising the washtub in grinder bay Block 'A' or, the wash tub in Block "B'.**
3. **Visitors are not encouraged** but may be interviewed in the Lunch Room. When not otherwise used.
4. **Assessments checks** --all persons on entering The Shed must indicate whether they have a 'Fever' or 'Cough' or 'Sore Throat' either currently or, in the last week. If they have; entry **will be** refused.

5. **Recording Attendance** – each person must complete the attendance record. This is mandatory, to demonstrate that the numbers are:
 - a) within limits for each work area;
 - b) the health assessments are recorded;
 - c) contact details are available and
 - d) the time in and time out are recorded. (See Attendance Record, attachment 'A'.)
6. **Name badges** - will be positioned at the table in the entrance to the table saw area, members are to collect their name tag and return it on leaving The Shed. Name tags must not be taken home.
7. **Safe Distancing** – a minimum of 1.5M safe distance must be maintained at all times; however, people working together or providing assistance to another may do so, but limit any such instances and duration to a minimum.
 - a) One person per 4.0 Sq. rule -Work spaces have been assessed and the number of persons allowed in any workspace has been signposted in each work space.
 - i. Work spaces that may not be used will be marked with red tape to indicate that they may not be used.
 - ii. The lunch room layout will be modified and the floor marked with green crossed tape to indicate where seating is to be placed to ensure safe distancing.
 - b. The total number of Sheddors that can be at The Shed will vary based on where they will be working, or using each workspace at any one time, these are: Wood Working Bench (10); Wood Turning (2); Box making (2); Panel Saw (2); Framing Area (1); Kitchen (3); Lunch Room (8) plus administration desk (1); Light Engineering (4) plus Welding bay (1).
 - a) No specific numbers have been provided for, or allowance made for the machine area as this is used by workers from the workbench area on and 'ad-hoc' basis.
 - b) The Multi-Purpose Room may hold a maximum of (12) people if used for meetings Shed Projects etc.; for work at adjustable workbenches the maximum is (3), included in maximum of 12.
 - c) As the maximum allowable in the lunchroom at any one time is 8; morning tea and Lunch Breaks will need to be staggered. Alternatively, the Multi-Purpose space may be used, although tea and coffee will need to be made using the other lunchroom etc.
 - d) All workspaces have been signposted to this effect.
 - e) **Sanding operations, using portable sanders, power planes, routing and angle grinding** operations must only be undertaken outside using the hard stand spaces outside the Shed. This also applies to working on treated wood, of any type. This may allow additional people **but only** for the time taken for set up and completion of those operations.
8. **Hand Washing and Hygiene**
 - a) You must wash, or use sanitiser, on your hands frequently. Hand sanitiser stations have been put in place at various points, together with signage on how-to. You must wash/ sanitise your hands at least, on entry to The Shed, before morning tea break and lunch break and entering the Lunch Room.

Alcohol based hand wash dispensers have been located at various points throughout The Shed.

- b) Neither the kitchen sink nor the sink in the lunchroom should be used for hand washing, use either the hand basins in the toilet block, or the wash tubs in Block A and Block B.
- 9. Cleaning--**This requires Cleaning of most surfaces daily and more regularly of shared items between use.
- a) All work surfaces must be cleaned daily and shared surfaces cleaned between each use. This will be achieved by the following:
 - iii. All surfaces in the kitchen, lunchroom and workspaces must be cleared of unnecessary items and left clear.
 - iv. Tea and coffee mugs may be used but returned immediately to the dishwasher after use.
 - v. Knives or teaspoons may be used but placed in the dishwasher afterwards.
 - vi. Crockery items must not be used, if members bring their own lunch, they must also bring their own container/crockery and take it home afterwards, these items are not to be washed at The Shed. The Kitchen cupboards will be sealed closed.
 - vii. The dishwasher will be used as necessary on a hot water short cycle after lunch, or more frequently if necessary.
 - b) One person will be nominated, volunteer, to clean the kitchen and lunchroom surfaces at the beginning of each day. All surfaces and containers must be cleaned between each use.
 - c) The same, or another person, is to clean all touch surfaces on entrances, e.g. handles, light switches etc., throughout Block 'A' and Block 'B'. before work commences.
 - d) The coordinator will nominate separate persons to undertake the tasks in (b) and (c) above which must be completed prior to undertaking other work at The Shed.
 - e) On entry to The Shed each member will be supplied with a container with premixed detergent and sponge. Together with a 'Chux' style wipe. Cleaning will be undertaken by each member as follows:
 - viii. First clean the workbench of excess dust etc.
 - ix. Secondly, damp wipe the surface including handles etc., and then wipe dry.
 - f) Hand tools and Power tools:
 - x. Prior to entry to the Tool Store use hand sanitiser on your hands,
 - xi. upon collecting items from the Tool Store, return to your workbench with the tools etc.
 - xii. At the workbench, they are to be cleaned and damp wiped (ensuring no moisture enters to electrical areas) and wiped dry.
 - g) On completion of use; step (f,(iii) is to be repeated before items are returned to Tool Store.
 - h) Note a similar procedure is to be applied throughout the Light Engineering area, block 'B'.

- i) At the end of each work day the whole Shed operational area is to be 'left clean'
 - xiii. Trade Waste bins are to be left inside The Shed except for Mondays when they are to go outside for collections. On Tuesday morning they are to be brought back inside, cleaned (This may require hosing out and/or, using disinfectant) and damp wiped.
 - xiv. The sponge containers are to be emptied in the Washtubs and Chux wipes disposed. The containers, and sponges are to be returned to the entrance area for reuse. Paper waste baskets are to be emptied.
 - xv. One person is to prepare containers of cleaning agents for the next day operations.
 - xvi. This may require either finishing earlier (approx. 15mins.) to allow sufficient time to complete or extending the opening time by approx. 15 mins. This should be decided by the Coordinator, and people on the day.
- j) Cleaning vs Disinfecting --are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient.

10. Other related safety issues.

- a) Covid-19 has highlighted the importance, need and use of other PPE to assist members, the majority who are at higher risk due to their age, or prior medical conditions. Dust protection is paramount amongst these because of the adverse impact of fine dust particles on eyes and lungs. It has been decided therefore that members will be required to purchase a standard PPE safety kit for their personal use. These must be used as follows:
 - i. **Dust masks.** 3M Cool Flow dust respirator is adopted as the standard mask. This has an exhaust capability that assists the wearer and is up to 11deg cooler than an unvented mask. Members may use their own face mask provided that it is not less than P1 standard.
 - ii. The masks must be worn at all times at The Shed whilst undertaking sanding, routing and dust removal operations, irrespective of whether those operations are undertaken outside The Shed, or in rare circumstances, inside The Shed.
 - iii. In circumstances when masks are required to be worn, the person must alert other members working nearby so that they are able to fit and wear their own face mask.
 - iv. **Eye Protection** - 3M Savannah model Safety Glasses must be worn when carrying out operations outlined above for Dust masks. This style of eye

protection is suitable for most woodwork or similar operations. The same process, as applies to wearing face masks, must be complied with to alert other members working in the same area.

- v. **Hearing Protection** - 3M model M™ E-A-Rflex™ Banded Earplugs have been adopted as the standard general purpose earplugs for general use throughout The Shed. The Shed will maintain a supply of replacement plugs for general use. It is recognised that this type of hearing protection is not suited to people with hearing aids, those members will be able to wear their own earmuffs, provided that they have attenuation of not less than 15db. Wearing ear protection assists both in noise reduction but also excluding dust from an otherwise generally dusty environment.

11. Shed Coordinator role. – The coordinator is a volunteer and must be accorded assistance and respect at all times. In the event of any disagreement regarding the application of the above the coordinator’s determination must be adhered to, including refusing entry, or requiring members who are non-compliant regarding these procedures to leave The Shed.

12. Other Issues.

- **Covid Safe App.** Members are encouraged to install the App; this is not compulsory; neither is it compulsory to bring your mobile to The Shed.
- **Face Masks.** Wearing face masks as protection against Covid-19 is not recommended.
- **Wearing Gloves.** Generally, it may be more practical for workers to wash their hands with soap and water or use alcohol-based hand sanitiser than to wear gloves. Importantly, not all gloves are appropriate for all tasks. A risk assessment must be conducted to help inform what gloves are appropriate for the task. For example, wearing disposable gloves could cause skin irritation, contact dermatitis or other sensitivities for some.

Stephen Lloyd

President The Shed.

Date ___ / ___ / 2020

Member acknowledgement

I have read and understand the above procedure and had any questions explained. I agree that I will adhere to the above procedures.
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Print Name _____ Signature _____ ___/___/2020

Note this acknowledgement may be possible by clicking on a link in the email to members