



Established 1996

Woodworkers of the Southern Peninsula

Member's Handbook

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PURPOSE OF THIS HANDBOOK

The Woodworkers of the Southern Peninsula (WoSP) member's handbook has been prepared as a reference for both new and current members of the club.

WoSP was incorporated in Victoria in 1996 as a Not-for-Profit Community Organisation. *WoSP was established as a place where woodwork brings people together to share experiences, provide fellowship and service to the Mornington Peninsula community.* Since that time membership has grown steadily and consists of both male and female members.

The new workshop (Officially opened on October 17th 2019) is located on the Vern Wright reserve off Elizabeth Ave. in Capel Sound.

The handbook has been developed to supplement the WoSP Rules

CLUB MEMBERSHIP

The Club warmly welcomes members wishing to further develop their own woodworking skills in a well-equipped, safe and welcoming environment. Members will enjoy the company of others in a supportive atmosphere, sharing a common interest in a wide variety of woodcrafts.

There are no pre-requisite skills or previous woodworking experience required. All that is required is a desire to work with wood, a willingness to learn and an appreciation of the importance of the safe handling of tools and equipment.

It is not a requirement that members bring their own tools but they are encouraged to purchase their own personal protection equipment (PPE) as it is not provided by the club.

Associate Membership

Associate Membership is available to anyone not wishing to use hand or power tools. This category of membership is available for members who wish to continue with the relationships built over the years. Associate members will continue to receive the club newsletter, the "Woodpecker".

Associate members can include any member under the age of 15.

Juniors

Juniors are considered to be between the age of 15 & 18 inclusive. However juniors are only allowed to use hand tools. It is up to the session leader to permit juniors to use any other equipment.

Joining Process

Annual Club membership is for a period of 12 calendar months. The annual change over date is June 30th. There are two fees payable: a one-off joining fee and an annual membership fee. Information regarding current fees can be found on the website www.wosp.com.au and in the Membership Application Form.

Potential new members will be offered a familiarisation tour of the workshop and given access to the information in this handbook via the website. Once satisfied, they may then choose to lodge a Membership Application Form, Medical Form and fee payment.

The medical information form is confidential and locked in a secure location. This information will only be accessed by paramedics in the unlikely event of a medical emergency.

These forms, together with evidence that the joining and membership fees have been paid may be placed in the Clubroom Fees Box or mailed to the club secretary. The Club will accept cash or a personal cheque but prefers payment by bank transfer.

WoSP Mailing Address	WoSP Bank Account
The Secretary, PO Box 2145, Rosebud, Vic 3939	Name: Woodworkers of the Southern Peninsula BSB: 633-000 Account: 126360809

Once the application for membership is approved by the committee & noted in the minutes of the committee meeting the secretary will advise the successful applicant who will then be required to complete a safety induction course prior to being able to attend any sessions. This induction course is to ensure that new members are aware of the potential dangers of using mechanical wood working equipment.

Subsequently the applicant will be given a name badge, a current membership card and a WoSP cap. Members are encouraged to wear their name badge at all times whilst at the Club as a courtesy to other members.

The membership card can be shown in some stores to receive a discount, e.g. Carroll's Woodcraft Supplies, Carbatec and Pop's Shed.

The Club has items of WoSP monogrammed clothing for sale to members. Items include a cap, beanie, polo shirt, wind cheater & jacket. (see website for costings).

Fees

The fees can be found on the website www.wosp.com.au

Insurance

Your annual membership fees enable the Club to obtain Public Liability Insurance, against 3rd party claims, through the club's affiliation with the Council of Woodworking Clubs Inc. It is summarised this way: "This policy covers the Club, its members and anyone working under direction or supervision of the Club in the event of Personal Injury or Property Damage to anyone (or anything) not belonging to the Club".

Visitors are not covered by insurance should an accident occur. Consequently the session leader needs to attend to any visitor enquiries. He/she may show the visitor around the workshop if appropriate. A member who invites a visitor to inspect the workshop must advise & obtain permission from the session leader.

WoSP Rules

Under the legal rules of incorporation, the Club is required to operate under a formal Club Constitution. Within the Woodworkers of the Southern Peninsula this document is known as "WoSP Rules". All members are encouraged to read it. This document can be viewed on the Club website at www.wosp.com.au or in the "Documentation Container" at the Registration Desk.

WoSP History

The club was formed in 1996 and a one page history can be read from the club Noticeboard. Additionally a "History Handbook" is available in the "Documentation Container" in the Registration area.

WORKSHOP SESSIONS

A schedule of sessions available to members can be found on the website and on the Membership Form.

All members must sign the Daily Attendance Book immediately on arrival as evidence of attendance and again on departure. This is to ensure coverage by insurance. If the member uses any equipment a session fee must be paid. This is to contribute to the cost of the availability of tea, coffee, biscuits consumables, etc.

As a matter of courtesy members must let the session leader know of their arrival and departure.

New members should alert the session leader of their status (new members or otherwise) and should not proceed with a task without discussing what they would like to achieve.

If using any equipment for the first time, the new member must engage with the session leader to ensure safe working practice is understood.

It is important to realise that the Club does not teach, offer “one on one” training or provide formal classes. However the session leader is available to discuss what is wanted & suggest possible way of achieving the end product.

The session leaders (and other experienced members) are available to mentor attendees and develop their skills. This may apply to new members and existing members attempting new skills.

SESSION PROFILING

Wednesday session is strictly for toy making. Members will not be allowed to work on their private projects.

Members are entitled to do woodwork or woodturning at any other session. It should be noted that session leaders have different skills. You may want to consider attending a session where the session leader’s skill will suit your activity.

Review the website for a summary of each session leader skills.

WORKSHOP MANNERS

The following is a framework for appropriate membership behaviour. It is not intended to cover all situations but rather to provide a structure should issues arise.

Courtesy: An important aim of the club is to encourage strong, supportive and healthy relationships between its members. It is important that we are always mindful of this. For example, it is expected that members will treat everyone with courtesy and sensitivity, provide support and assistance and refrain from making disparaging remarks about others.

WoSP is an independent club which relies on the good will of all members.

Members must:

- Treat other members and guests fairly, equally and with respect and courtesy.
- Not physically or verbally harass others.
- Report any inappropriate behaviour of a member to the WoSP Committee for action and follow up as per Division 3 Grievance Procedures in the WoSP Rules.

The inappropriate behaviour of any members will be investigated, discussed and an appropriate course of action will be taken by the Committee, which may include a reprimand, suspension or revocation of membership in accordance with the grievance and disciplinary procedures set out in the WoSP rules.

Workshop Practices

It is essential for the continued good management of the club and the enjoyment of all in a safe working environment that a number of basic practices be followed.

- Members may select an unoccupied workbench for their session by placing their possessions on the bench. However as bench space is limited, sharing of bench space is encouraged. Work horses are available if there is insufficient table space.
- All work spaces & machines should be cleaned at the end of the session. However if a member leaves early that member should clean everything that he/she has used.
- Waste wood and offcuts must be placed in one of the bins provided. At end of each session, empty the bins. Use the wheel barrow to move any timber offcuts to the firewood container adjacent to the car park gate.
- The bench saw, crosscut saw and thicknesser dust extractor gates must remain open. All other dust extractor gates will be closed

unless the attached machinery is being used. Members should vacuum or sweep up their waste in readiness for the next session.

- All tools used must be returned to where they came from.
- Cleanliness of equipment and surrounds is an important aspect of safety. Leave the workshop as you would like to find it.
- Care of tools: The tools available for use have been acquired over many years. They are expensive to replace. Members are expected to respect all tools and equipment and to use them with care. If a problem is encountered, report it to the session leader and document it in the maintenance book.
- Wood turning chisels and lathe tools should only be sharpened by session leaders or under direct supervision by them.
- Some tools can be borrowed but they must be signed out and signed back in by the session leader. Tools that have an ongoing requirement at the club cannot be borrowed.
- Although not a requirement you may want to use your own tools in the workshop. It is highly recommended that any personal tools used should be easily identified as belonging to the owner.

Volunteers are the backbone of the club.

- Being involved with the Bunnings BBQ will assist the club's finances.
- Being involved on the committee will assist with the management of the club.
- Being involved with the toy making will assist the club in making children happy at Christmas.
- Being involved as a session leader will assist fellow members develop their skills. Without the session leaders donating their time & expertise the club would not function.
- Being involved with Monday Maintenance keeps the workshop operational

TOY MAKING

Toy making is an important part of our community outreach.

During the year the Club makes many hundreds of toys for a few local charities. Each Wednesday a number of members meet to make the toys.

All members are invited to participate in this activity. If you would like to make toys approach the Toy Session Leader and you will most certainly be welcomed.

If you would prefer to make your toys at home, discuss your ideas with the toy session leader so that you can be advised against duplication.

The workshop has a large store room where materials partially completed and completed toys are stored.

Generally on the last Saturday in November the toys are gifted to the local charities.

MACHINE MAINTENANCE

Each Monday a few Club members meet to clean, sharpen and maintain workshop equipment and tools. The club is indebted to these people and your cooperation with them is essential.

If you find a machine out of order notify the session leader. Once he confirms your findings he will update the "Maintenance Book" for the Monday maintenance team to look at and repair.

If there is a delay in repairing a piece of equipment it will be tagged to that effect until it is back in service. If you feel that any machine is not functioning properly you must immediately switch it off and report it to the session leader who may need to tag-it as out-of-service. Ignoring faulty equipment is dangerous.

KITCHEN / MEETING ROOM

The kitchen / meeting room has tables and chairs for use at breaks. It is equipped with a stove, microwave, refrigerator, pantry, dishwasher and water cooler. After use, all crockery, cutlery etc. used by members must be cleaned and stored appropriately.

The session fee provides biscuits, tea, coffee, milk and sugar for its members. It is expected that members keep the kitchen clean and tidy. There is one committee member charged with maintaining kitchen supplies.

SAFETY

Safety is the Club's number one priority. Consequently it is imperative that all unsafe work practices, witnessed by members, must be cautioned against immediately and the session leader diplomatically informed.

All injuries sustained by a Club member, must be reported immediately to the session leader. He/she may make a Safety Incident Report in the Safety Book for remedial action. A first aid kit, Medical Report Cabinet and a cardiac defibrillator are located in the shower area adjacent to the toilets. The session leader has a key to the Medical Report Cabinet.

General Safety is the Club's number one priority.

- All new members must complete an induction/safety program covering each piece of equipment available in the workshop.
- All members should be constantly aware of potential hazards for their own safety and the safety of others. If identified, notify the session leader who will raise it with committee.
- Session leaders are there to provide advice, so when uncertain what to do, involve the Session Leader.
- All members should be on the lookout for unsafe practices and diplomatically alert the session leader.
- The session leader must be alerted to any injury and an incident report must be completed.
- Don't guess. Ask the session leader for help, advice or directions.
- Experienced members are always willing to demonstrate the safe and efficient use of equipment - make use of them. However obtain the session leaders approval beforehand.
- It is recommended that members have their own eye protection, dust mask and earmuffs.

Personal Safety

Personal safety of all Club members and visitors either on-site or at club activities is of critical importance. Safety awareness commences with all new members signing an undertaking that they have read, understood and

accepted the information in the Safety Awareness documents provided during induction.

Members are strongly encouraged to wear their Personal Protection Equipment (PPE) while working in the workshop. There are a limited number of PPE items available from the Club but use of these should not become an expectation. There are safety posters displayed around the Club.

Members are required to heed the advice presented by session leaders and other experienced club members and the following principles should apply while working:

1. Think and plan before using equipment. Pausing to plan your cuts and movements can help save fingers and wood. If there is any doubt at all, the onus is on members to ask before proceeding.
2. Keep a clean work area. A messy and cluttered work area is an accident waiting to happen. Always clear accumulated waste and replace tools no longer in use.
3. Avoid distractions. Pay close attention to every action, particularly repetitious ones. Any distraction can result in contact with a blade. Do not take your eyes off a moving blade until it comes to rest. Do not distract others while they are working.
4. Don't rush. Take a breath and a break when you feel rushed or frustrated. Dangerous mistakes may occur when you rush or take short cuts.
5. Don't force your work. If the blade is resisting the cut more than usual, stop and find the cause. Forcing your work into a sticking blade may drive your work out of alignment and cause a kickback.
6. Protect yourself. Wear appropriate Personal Protection Equipment (PPE) as appropriate. Members are expected to provide their own safety glasses, earplugs and dust-masks. Keep your hands well away from cutting surfaces by using push sticks and purpose-built jigs. Make sure the tool's designed safety features remain in place.
7. Wear appropriate clothing. Loose clothing, long hair and jewelry can catch on moving tools causing personal injury.
8. No alcohol or drugs. Alcohol and drugs (including some prescription drugs) will impair movements, clear thinking and concentration.

In case of Emergency

In case of a serious accident or emergency use the club mobile to:

- Call “000”
- Call the President (the number is on the membership list on the noticeboard).
- Call Next of Kin (the name & number is on the membership list on the noticeboard).

Stay calm and **call** Triple Zero (**000**) from a safe location.

Send someone to the Elizabeth Street entrance to direct the emergency service to the club.

What to say when you call 000?

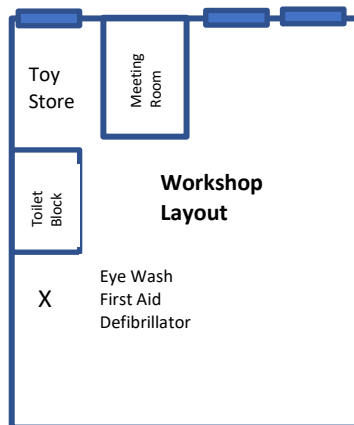
An operator will ask **you** if **you** need Police, Fire or Ambulance.

Say "Ambulance".

If **you** are **calling** using a mobile **phone** the operator will ask **you** for other location information.

Address: Vern Wright Reserve
66B Elizabeth Ave, Capel Sound

GPS: 38.374098, 144.870799



NEWSLETTER

The Club publishes its monthly newsletter “The Woodpecker” shortly after each of the monthly committee meetings.

The most current copy of the newsletter can be downloaded from the website www.wosp.com.au and past copies dating back to 2016 can also be found there. The editor is always looking for contributions from members which may be of interest to other members. Such things as completed projects, “How to ...” information, sourcing of materials, up-coming events etc. can be found in “The Woodpecker”

PRIVACY

Personal information is collected from you at the time of joining. This information is used to manage your membership and enable us to contact you or your next of kin if required. Your information is stored on the membership data base and may be changed by you as required. The medical information you provide is sealed and only made available to medical personnel in the event of a medical emergency. The session leader has a key to the container with all the medical information.



This practice is in line with the Australian Privacy Principles contained in the Privacy Act 1988 (the Privacy Act). A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

SECURITY

The workshop has both internal and external security cameras which monitor activity outside the building and inside when it is not in use. A security firm (Coast Com) monitors suspicious activity 24 hours per day.

Security of the workshop is paramount and is the responsibility of all members. The session leader is responsible for opening and closing the workshop but all members are expected to take a part by ensuring there is no unauthorised access or usage of tools and equipment during open hours.

CARPARKING

The Club is fortunate to have generous car parking availability. Parking is available for disabled members close to the workshop entrance. Members may drive to the area close to the front entry in order to load or unload bulky or heavy items, but cars must not be left unattended and must be removed to a marked parking spot without delay.

FREQUENTLY ASKED QUESTIONS

1. How do I become a member?

To become a member simply fill out the application form and send it with the required fee to the Club Secretary (address on the application form) or drop it into the Club during normal session times. You will then be contacted and invited to complete an induction session during which you will be made aware of the safety guidelines applying to each piece of equipment available for use.

2. Why is there a joining fee?

A one-time joining fee applies. We are an independent club, self-reliant financially and dependent on fund raising mainly through sausage sizzles at Bunnings and grants received from local community sources such as the Bendigo Bank, Op shops etc. The Joining Fee provides you with name badge & a club cap. Any excess is used for maintenance of tools & equipment.

The annual fee goes to the running of the club and is renewed each July 1st.

3. What if I have very few skills with wood working?

Although the Club does not have the personnel for “one on one” extended tuition, at each session a Session leader is available to mentor you as part of a supportive group of woodworkers who are always available for assistance and advice. All that is really needed is a desire to work with wood and a willingness to learn and use safe handling processes on the equipment.

4. What can I make at the Club?

A huge variety of wooden objects and projects are produced by Club members who are free to work on their own objects such as Christmas or birthday presents, furniture items, wood turned bowls or pens etc. Recently some members have been working on Intarsia and pyrographic projects.

Many ideas come from other members or the “imagination” board at the Club.

5. Do I have to supply my own wood?

All members are expected to provide their own timber for project work. The one exception is members being taught to wood turn where the session leader will make available timber for the initial activities. Treated pine is not permitted in the club.

6. Can I use recycled wood for my project?

The club does not have the tools for breaking down timber like railway sleepers.

Recycled timber can be contaminated with nails, paint or have hidden dirt and grit. The Club's thicknesser, and drum sanders are adversely affected by these contaminants and should be used only when the wood has been brought up to standard.

Hand-tools such as wire brushes, metal detectors, hand scrapers, belt sanders or power planers can bring recycled timber up to a standard that will not damage the Club's equipment. If a member is unsure, the session leader should be consulted.

7. Are there any additional costs?

The Club encourages all members to have their own safety glasses and ear muffs to guard against possible hearing loss. Each session has a session fee to cater for the cost of biscuits, tea and coffee, cleaning materials, etc.

8. Can I keep materials and partly finished projects at the Club?

The Club unfortunately does not have storage for members to store the projects they are working on. These must be taken home at the end of each session.

9. Is there a break part way through a three hour session?

While there is a 15 - 20 minute break half-way through each session to enjoy tea / coffee and to rest and socialise, members are free to have a break whenever they need to.

10. How do I get involved with toy making?

A sizeable group of members meets every Wednesday to make the 800+ toys which are donated to local charities for distribution at Christmas. Just arrive on Wednesday, approach the session leader and you will be allocated a role.

11. How are the tools and equipment sharpened and maintained?

Each Monday morning a team of members attend the workshop for the purpose of cleaning, sharpening and maintenance of equipment and tools.

12. Who can I contact if I have other questions?

You can contact the President, the Secretary or the Membership Secretary.

Their names & numbers are available on WoSP's website.

13. Where can I get further information?

From our website wosp.com.au, our Facebook page or by email wosp3939@gmail.com

14. How else can I contribute to the success of the Club?

There are a number of ways you can contribute.

- When you attend a work session at the club keep your work area clean and assist in the cleaning other areas as required.
- Ensure all equipment is returned prior to leaving a work session.
- Become involved in Wednesday's toy making or the Monday morning maintenance.
- From time to time volunteer for the Bunnings BBQ as this is a major club fund raiser.
- Consider nominating for the committee.

15. What clothing is worn at the club?

- For safety reasons thongs, sandals & loose fitting shirts must not be worn in the workshop.
- The club does have a uniform that can be worn at special occasions or outside events. The following is available from the club: Club Caps, Beanies, Polo Shirt, Windcheater & Jacket. Prices are available on the website. There is an order form on the club noticeboard.