



Wanaka Community Workshop Rules

It is a **delicate balance** to keep this place running, keep everyone **safe** and meet people's **needs** and expectations. We appreciate you keeping this **in mind** at all times.

- All members must read and sign the **Health and Safety** policy prior to working in the Workshop and have a Duty of Care to fellow users. Re-sign annually.
- Any **Hazards** identified must be immediately recorded and remedied.
- **Only Financial Members** may use the equipment and they must sign in when arriving and wear name badges
- There must be a **Supervisor present** to ensure the facility is treated **with respect** and is **secure**, tools are treated properly and the place is **left better than you found it**.
- When using **Dangerous Machinery** (RED Label) here must be a minimum of two members on site. This is for safety if something should go wrong.
- Smoking, drug and alcohol consumption are **prohibited**.
- Machinery or equipment must not be operated unless the member is **signed off** in familiarisation on that particular piece of equipment.
- Any damage or accident must be **reported** to the day supervisor immediately and recorded in the incident register.
- **Safety clothing** (eye protection, enclosed footwear etc) must be worn when operating machinery which must be used only in the prescribed hours and areas.
- Security is your responsibility. The **Supervisor** must ensure that the building is vacant, locked with the power turned off.
- Personal items and material left on site are the **members sole responsibility**, we take all care but hold no responsibility.
- Personal projects **must be approved** by the attending Supervisor and not impact on other members' use of space and equipment.
- All hand tools must be returned to their place in **clean, tidy, usable** condition and all work areas swept and clean.
- Materials within the **Yellow Lined** areas are **not for general use**. It is a good idea to ask the Supervisor if any materials in the facility can be used for personal projects.
- Putting a few dollars as **Koha/Donation** in the box provided **each session** means we can do much needed maintenance on the machinery.

Name _____

Signature _____

Date _____

Supervisor _____