



The Irish Woodturners Guild (IWG)

Health and Safety Statement

Health and Safety Policy

<u>Associated Documents:</u>
Safe Activities Advisory Document
Guidelines And Policy On Investigating Accidents And incidents
Accident Investigation form
Accident Recording & Reporting form

1. General Statement of Policy

- 1.1. The objective of this policy is to minimize the possibility of accidents and or illness and to maintain an accident-free environment in which members and visiting demonstrators can participate.
- 1.2. The Executive Committee of the IWG recognises and accepts a duty to protect the health and the safety of all persons (including members of the public) attending or participating in activities organised by the IWG.
- 1.3. While the Executive Committee of the IWG will do all that is within its powers to ensure the health and the safety of all those who attend or participate in IWG activities, its role is primarily one of direction and education.
- 1.4. It is the duty of the IWG Executive Committee to inform Chapter Committees and activity organisers that they have a duty of care towards those present at their activities. The health and the safety of those present at IWG events and activities is the responsibility of the activity organiser and the associated Chapter Committee or in the case of national events the Executive Committee. This is set out in the Safe Activities Advisory Document.
- 1.5. It is the duty of the Executive Committee to promote the ethos that it is the duty of each individual member to take reasonable care of their own welfare and that of others, and to report any situation, which may pose a threat to the well being of any person to activity/event organisers, Chapter Committees or the IWG Executive Committee.
- 1.6. It is the policy of the IWG to;
 - 1.6.1. Encourage safety within the craft of woodturning, and to ask members, Chapter Committees and the IWG Executive Committee to contribute to healthy and safe woodturning practices.
 - 1.6.2. Ask all service providers, such as but not exclusively, tutors and demonstrators who are not members of the IWG to provide evidence of competence and appropriate insurance cover for the activities undertaken.
 - 1.6.3. Ask Chapter Committees to ensure that Chapter activities are safe and that the members will be provided with or be asked to provide such equipment as necessary to implement this policy and achieve our stated objectives.
 - 1.6.4. Ask members and volunteers who provide equipment on loan to ensure it is safe, well maintained and fit for purpose.
- 1.7. All injuries, incidents or near misses, however small, must be reported to the Executive Committee through the appropriate procedure. Accident, incident or near miss records are crucial to the effective monitoring and revision of this policy and must therefore be accurate and comprehensive.
- 1.8. Every individual has duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the IWG.
- 1.9. All persons are expected to accept their duties under this policy. Sanctions may be taken against any one who violates safety rules or who fails to perform his or her duties under this policy.

1.10. The IWG Health and Safety Statement and this policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. This policy will be reviewed annually.

1.11. The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

2. Responsibility regarding Safety Policy

2.1. Overall and final responsibility for the IWG Health and Safety Policy is with the Chairman of the IWG Executive Committee. The IWG Chairman and Executive Committee will be responsible for overseeing and monitoring the policy. All members will be responsible for implementing the policy and ensuring safe activities.

3. Activities

3.1. All IWG activities, the use of venues and/or equipment will be carried out in accordance with the IWG Safe Activities Advisory Document.

4. Consultation

4.1. The Executive Committee of the IWG recognises that communication between members at all levels as an essential part of effective health and safety management. Consultation if and when necessary will be facilitated by one of the following:

- Information requests/surveys forwarded to Chapter Secretaries
- Information requests/surveys printed in the IWG Journal
- Information requests/surveys by direct mailings or email to members

5. Communication

5.1. The Executive Committee of the IWG will endeavor to communicate to members and visiting demonstrators their commitment to safety and to ensure that members and visiting demonstrators are familiar with the contents of the IWG Health and Safety Policy. This communication may be in the form of oral directions and statements, in writing, in the form of directives and this policy statement, and by example.

6. Safety Awareness

6.1. Safety awareness is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every member and visiting demonstrator be conscious of safety requirements. It is the opinion of the Executive Committee that if an activity is not done safely then it will not be done effectively and should not take place.

6.2. The IWG Executive Committee will assist Chapters by signposting and providing advice. This may, but not exclusively, take the form of templates, advisory documents, directives, posters or leaflets.

6.3.The IWG Executive and Chapter Committees should reflect annually on safety awareness and Chapter Committees should provide a pathway by which a member can express any fears or concerns that they might have regarding their safe participation in activities.

7. Accident or Incident Procedure and Reporting

7.1.In the event of an accident or incident the most senior Chapter Officer (or member) present must compile an accident report at the time. If they are not present at the time the Chapter Chairman and IWG Hon Secretary must be informed as soon as possible.

7.2.Appropriate photographs should be taken for use later.

7.3.The Chapter Chairman is responsible for ensuring;

- That all cases of accident, incident or near miss are reported to the IWG Executive Committee.
- If reporting of an incident is mandatory under respective laws and/or regulations of the ROI or NI, that it is appropriately reported to the relevant enforcing authority without delay.

8. Accident or incident Investigation

8.1.Any investigation regarding an accident/incident within the IWG will be done in accordance with the IWG Guidelines And Policy On Investigating Accidents And Incidents.

8.2.Any sanctions, outcomes or directives will be dealt with in accordance with relevant IWG Policies.