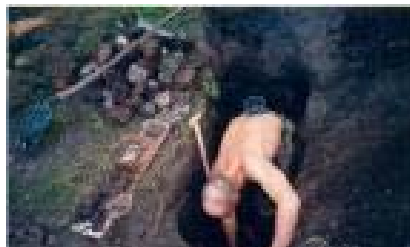
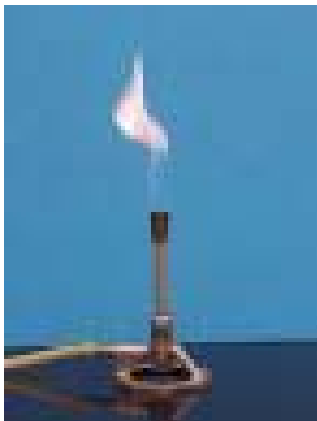
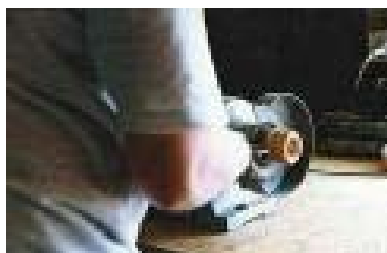
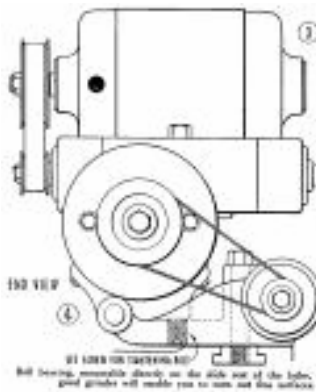




*Share Your Knowledge*

# **Safety Booklet**

*A booklet by members, for members*



**Remember! Call 000 for Ambulance or Fire Brigade if there's injury or fire**

***Here are your club's rules for your safety, please follow them during your time here...***

### **Visitors**

*Visitors attending the club are the responsibility of the inviting member<sup>1</sup>*

*Visitors need written approval of two officers of the club before using machinery or equipment<sup>2</sup>*

### **Children**

*Junior members (10-17) must provide the indemnity form signed by their parent or guardian and have officer<sup>3</sup> or committee approval before using club machinery or equipment<sup>4</sup>*

*Junior associate members (under 10) can not use club machinery or equipment<sup>5</sup>*

*Children under 14 may attend meetings, field trips and social functions if accompanied by a member over 18 who shall be responsible for the child's conduct and safety<sup>6</sup>*

### **Members using machines outside of class**

*Members or provisional members may not use the club machinery or equipment on a casual basis until they have demonstrated to a club instructor they have knowledge of procedures in that regard acceptable to the club<sup>7</sup>*

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<sup>1</sup> By-laws 7.

<sup>2</sup> By-laws 7

<sup>3</sup> Constitution 6d

<sup>4</sup> By-laws 18a

<sup>5</sup> By-laws 18a

*Persons using machinery or equipment shall do so with due consideration for safety<sup>8</sup>*

### **Machines & equipment condition**

*The cutting room supervisor shall supervise the purchase, maintenance, repair, replacement and condition of all machines and equipment kept on the club's premises for use by members and cleaning of the cutting room<sup>9</sup>*

### **Training**

*The education officer shall supervise enrolments, administration and operation of all teaching courses conducted by the club<sup>10</sup>*

### **Social Functions**

*The social secretary will supervise club social functions<sup>11</sup>*

### **Field trips**

*The field trips officer will arrange field trips & excursions by the club<sup>12</sup> and be trip leader or appoint a member as leader<sup>13</sup>*

*Firearms or explosives shall not be displayed or used on club trips<sup>14</sup>*

*Members are to confine searching to the surface in the interest of safety. Entering mine shafts or tunnels may result in serious accidents<sup>15</sup>*

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<sup>6</sup> By-laws 8

<sup>7</sup> By-laws 18b

<sup>8</sup> By-laws 18c

<sup>9</sup> By-laws 12g

<sup>10</sup> By-laws 12h

<sup>11</sup> By-laws 12k

<sup>12</sup> By-laws 12i

<sup>13</sup> By-laws 16c

<sup>14</sup> By-laws 16c

<sup>15</sup> By-laws 16c

*When searching in quarries or below river banks members are warned of the danger of falling debris<sup>16</sup>*

*Members should provide themselves with and wear hard hats when fossicking in quarries, caves, below river banks and such other hazardous locations<sup>17</sup>*

*Members are to wear suitable footwear<sup>18</sup>*

*On all field trips the leader is to carry a first aid kit supplied by the club<sup>19</sup>*

*In case of distress or to call help three (3) whistle or horn blasts or torch flashes are to be given and repeated at one minute intervals<sup>20</sup>*

*All possible safety precautions to be observed at all times<sup>21</sup>*

*Do not use name of the club to gain access to any land or for any purpose without approval of committee or field trips officer<sup>22</sup>*

*Members must not leave an organised fossicking party or field trip without making their intentions known to the leader<sup>23</sup>*

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<sup>16</sup> By-laws 16c

<sup>17</sup> By-laws 16c

<sup>18</sup> By-laws 16c

<sup>19</sup> By-laws 16c

<sup>20</sup> By-laws 16c

<sup>21</sup> By-laws 16c

<sup>22</sup> By-laws 16c

<sup>23</sup> By-laws 16c

***Here are special safety messages for the cutting room and the meeting room, please follow them during your time here...***

- *Wear eye protection when using machines*
- *Long hair must be tied back, be aware, it can be a hazard around machines*
- *Never leave a machine running whilst unattended*
- *Always use enough water on grinders and turn tap off first when finished*
- *A simple first aid box is provided on the wall outside the kitchen*
- *If there is a fire, fire escape doors are provided in each of the larger rooms:*
  - Cutting room – at the rear in the wall facing the railway line*
  - Meeting Room – In the south wall leading up into the main hall*
- *A large hose reel is provided next to the main door, several fire extinguishers and fire blankets are provided. Please acquaint yourself of their locations*

***If there is an injury, near miss or you see a hazard that needs fixing, please let us know so we can fix the problem...***

*This is how to tell us*

*Please notify a Committee Member as soon as possible either by writing or in person of any accident or incident occurring on Club Premises or activities.*

*Please enter the details in the Accident/Incident Book located in the First Aid Kit on the wall near the kitchen*

***Thank you for sharing safety at our club...***

***For updates to this booklet, please contact the club secretary***

Northern Districts Lapidary Club Inc.

P.O. Box 59

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