

Emerald Woodworkers Group Inc.



MEMBER'S INTRODUCTION GUIDE

August 2022

The privilege of being a member of this Club gives you access to one of the best equipped wood working clubs in the state and help from members with a vast knowledge in woodworking who will guide and assist you in projects.

The Club has substantial running costs per year and your membership only covers our insurance, therefore we have to fundraise through doing Club projects to raise the additional funds. As a Club member you agree to assist in all Club Projects

We hope you will find our Club friendly and helpful.

Please take your time to read this guide and use it as a general reference until you become familiar with ALL the points covered. However, always keep in mind you can just ask a member if you are unsure of anything.

Membership Fees

Single person \$50.00

Couple/Family\$80.00

Student under 21 yrs. still undertaking education Free

Junior members are welcome from 14 years of age but must be accompanied by an adult guardian.

Changes to this GUIDE may happen from time to time by executive committee decisions. Pay particular notice of the last page of this guide regarding **PUBLIC LIABILITY** and the Club **DISCLAIMER**.

**Emerald Woodworkers Group Inc. has a Zero Tolerance Policy.
Abuse of any kind will result in immediate cancellation of
membership.**

WHEN CAN I ACCESS THE WORKSHOP?

Three committee members have a key to the workshop. Those who do have these keys are responsible for what happens on the premises on their watch. Two members must be present before any operation of machinery. When the last key holder is no longer present at the Club, ALL others must vacate the property. Rostered open days are Tuesday Night 6.00 pm to 9.00 pm, Saturdays 8.00 am to 12 Midday.

WHY MUST I PAY TO USE THE WORKSHOP?

The Club provides equipment in a workshop environment for you to use to complete your personal projects. Your membership does not include power usage or the consumable items to complete these personal projects.

A gold coin contribution is requested at each session to cover some consumables such as Sandpaper/Glue.

The use of any of the Club machines on the list below will incur a fee of \$1.00 per minute, up to a maximum of \$10.00 per day.

Big Boy Sander
Bandsaw
Jet Sanders(Drum, Spindle and Disk/Belt)
Thicknesser
Jointer
Table Saw
Electric Sanders (Use of sanding Disks)

The machines on the list below can be used free of charge.

Routers
Drill Press
Bench Grinder
All Power Hand tool except sanders
Lathes

You are not required to pay this fee if you are working on club projects or simply using hand tools and bench space.

WHY DO I NEED TO DO AN Induction and Competency of Machinery use when I have been a “WOODWORKER” for years?

All equipment is subtly different in operation and can cause serious injury to the operator and any nearby member if not used correctly. The committee needs to know that you have a basic knowledge of the equipment and your obligations to ensure the safety of everyone (including yourself) in the workshop.

At the end of the training session you will be asked to sign the equipment register to acknowledge that you have in fact received the training and have passed a competency test. The workshop foreman will assess your competency and assign a mentor if required until a skill level has been obtained where you can safely operate the equipment. The skill level will be assessed by the Workshop Foreman. Having passed the competency test you are then free to use the equipment.

The competency test also includes you knowing how to maintain and set the equipment and how to turn it off in an emergency. Please consult workshop procedures for Rules /Guidelines on use of machines.

The Club’s web site is at <http://www.ewginc.au>

TIMBER?

The Club periodically obtains timber. Members are welcome to purchase it for personal projects at the listed price. Refer to a committee member or key holder for details and pricing of what is available. Keep in mind that some ‘hard to get’ timbers may be above list price.

There are designated storage spaces for timber offcuts which are available to members free of charge. Please be aware of these locations and their use – if in doubt – ask!

Do NOT use other people’s wood. If in doubt ask a key holder or committee member.

HOW DO I PAY FOR ITEMS I PURCHASE FROM THE CLUB?

There is an honesty box, located in the club room which you can place the money for your purchases and your daily attendance fee. When paying for items, place the money in an envelope and write your name on the outside and say what it is for and how much.

HOUSEKEEPING?

Nobody should have to clean up a machine or workspace before they can use it and the club officials ARE NOT CLEANERS! Forget the old ‘leave it as you found it rule’ – instead, aim for ‘leave it as you would like to find it’! Please remove your offcuts, tools etc from any machine or workspace immediately you are finished with it, and if you are the last user for the day, sweep any cast iron surfaces down to avoid rust.

All tools and materials have a ‘home’ in the shed so please consider others and put things back where they are supposed to be as soon as you are finished with them – if you don’t know where they belong, please just ask?!

WHAT ARE CLUB PROJECTS?

From time to time the Club is approached by outside people/organisations and asked to make certain items. In some cases, the Club receives payment for such projects unless they are for other not-for-profit groups. All club projects will take priority over personal projects and as part of your membership, you are required to assist where possible.

Contact the workshop foreman to find out what projects are current.

WHAT ARE VISITORS' & NON-MEMBERS' RIGHTS?

Intending members and interested persons generally attend the Club to learn of its operations and facilities. As the Club has an obligation to existing members primarily and there are legal obligations to fulfil in areas such as liability and safety issues, the Club **INSISTS** that any visitor, or new member, be **ACCOMPANIED** by a member, a Committee person or the key holder to ensure that they are made aware particularly of **GENERAL SAFETY RULES** and **CLUB ETIQUETTE**.

Family members are always welcome to visit but please keep a close eye on children. Children should not enter the workshop.

CAN I WORK ON MY COMMERCIAL ITEMS AT THE CLUB?

The Club is principally for personal or Club project activities and not for personal commercial projects. Club project work by members gets absolute priority for use of equipment throughout the workshop. No personal commercial work or cottage industry may be carried out at the Club's premises. It is the Policy of the Club not to have members subsidise such operations.

CLUB REPRESENTATION?

Club shirts are available at nominal cost and members are encouraged to wear them at club functions. Be proud of your membership!

Club members are encouraged to enter woodwork competitions and to attend market days to display their woodworking talents and to sell their products. Members' woodwork/product sold at Club events attracts a 10% fee that goes to the club treasury.

OFFICIAL CLUB FUNDRAISING/ACTIVITIES?

Each year the Club attends various community functions and you are expected to contribute to the success of these activities by allocating time to assist. The success of these activities helps keep your fees as low as possible and allows for purchase of new equipment and maintenance of existing equipment.

Members who are in constant attendance at the workshop and using the facility are expected to help in keeping the Club financial. Members refusing to assist in this regard, for any reason may find their membership cancelled.

FUNDRAISING/WORKING BEE'S

Activities requiring participation are notified to Club members in advance via the notice board/Email, whereby you have the opportunity to indicate your willingness to participate in the required function ahead of time.

SAFETY

DO NOT REMOVE GUARDS FROM MACHINES OR DISASSEMBLE MACHINERY. TALK TO THE KEY HOLDER OR WORKSHOP FOREMAN.

The Club has a comprehensive OH&S Policy, It is the responsibility of the Club member to be aware of these documents. They are placed on the machines and a copy is held in the cupboard. The Workshop foreman is responsible for all machine maintenance. Please consult him before attempting any adjustments.

PUBLIC LIABILITY?

The Emerald Woodworkers Group Inc. hold PUBLIC LIABILITY INSURANCE covering FINANCIAL MEMBERS against physical harm caused by equipment or other members, while on Club premises. (Conditions apply as with all Insurance).

You are **NOT COVERED** by the Club's Public Liability Insurance for injury you cause to yourself. **YOU MUST ENSURE YOU HAVE YOUR OWN PRIVATE PUBLIC INSURANCE COVERAGE IN CASE YOU INJURE YOURSELF IN THE WORKSHOP.**

The Club, its Executive Committee and its members **ARE NOT RESPONSIBLE** for any person not acting with due care and diligence in accordance with the Rules laid down in the Constitution of the Club and in accordance with the OH&S Rules of the Workshop, either those existing, or as amended and distributed to members from time to time.

The Club cannot and does not take responsibility for the loss or damage to any property brought on site, or to any venue attended by the Club.

DISCLAIMER

The Club, its Executive Committee, members and guests take **NO RESPONSIBILITY WHATSOEVER** for the completeness or accuracy of any information or ideas, which are shared, published or distributed in any way to members or non-members in good faith, nor the reliance on, use of, or result of any application, for any pursuit whatsoever.

Remember to wear appropriate clothes, shoes, safety glasses, ear protection and dust mask when using the equipment at the Club. Your health is important, look after it.

YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY.

Member Name:..... Signature:..... Date: