

Codes of Conduct

The Code of Conduct sets out the **responsibilities and standard of behaviour for members** of the Cairns & District Woodworkers Guild. It is not a comprehensive list but a broad framework to make appropriate and ethical decisions about their behaviour.

Club Objectives

- a) To promote, foster and encourage interest in working in wood
- b) For communication of ideas amongst people of similar interests
- c) To gain better knowledge of marketing and literature that is available in this area
- d) To organise and promote the work of the woodworker in the community and among young people in particular
- e) To be an organisation which will help raise the standards and gain recognition for the fine work being done by woodworkers
- f) To foster awareness of the conservative use of our natural wood

Rights and Responsibilities

Every person in the Guild has a right:

- to be treated fairly and with respect
- to feel welcome and included in Guild activities
- to have their ideas and suggestions acknowledged
- to be provided with expertise to learn

Every person in the Guild has a responsibility

- to treat other members fairly and with respect
- to conduct themselves in a way that allows others to feel welcome and included in Guild activities
- to listen to and acknowledge the ideas and suggestions of other members
- to offer assistance to help others learn
- to be respectful to all people at the Guild regardless of personal differences, culture or religion
- to recognise and acknowledge the abilities of others
- to conduct oneself in a manner which enhances the good reputation of the Guild, at both Guild and events
- to refrain from voicing views that are offensive or belittling to others

Members Code of Conduct

The Guild was formed by likeminded people sharing an interest in the art of creating things from wood. The goal was to learn, share skills and knowledge with each other in a place that was welcoming, respectful and supportive.

As a member you are expected to:

- be respectful and courteous to everyone at the Guild
- uphold a welcoming and friendly environment at all times, Everyone at some time can have a difference of opinion, please be respectful even if you disagree
- refrain from aggressive behaviour, as either physical or verbal is not tolerated under any circumstances

Risk Management Plan

The purpose of a Risk Management plan (RMP) is to identify and analyse potential risks and develop a plan to reduce the outcome of that risk. A RMP has been created for the Guild. It is the responsibility of all members to ensure they follow all safety procedures put in place.

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Safety Machinery Induction

To ensure the safe operation of Guild machinery you must undergo the machinery safety induction. This can be done in stages for the machines you wish to use for your current project. Your safety is our number one priority, seconded only by the proper use of the equipment.

Housekeeping

Please leave the kitchen and seating area in the clubhouse clean and tidy – *we do not have a cleaner*

- Wash utensils and crockery you use and put in the dish drainer
- If the kitchen or seating area looks untidy, please clean/tidy it
- If the rubbish bin is full or smelly..... Please empty it into the outside bins

If we are running low on cleaning products or other items for the kitchen, bathrooms or workshop write it in the Message book (near the sign in sheet **before** it runs out). *If you offer to purchase these items, just confirm with one of the committee members beforehand to ensure you can get reimbursed.*

Before you leave the workshop please make sure you have:

- Cleaned and put away the tools you have used
- Clean machinery you have used (there are vacuums and air guns available)
- Tidy the work bench you have used
- Help the key holder lock up if you are the last one with them - *if late make sure you leave together*

Departure from the Guild

- Everyone who has been using the Guild is responsible for cleaning up at the end of the day – it is not the keyholders job to clean up or lock up by themselves
- The key holder out will run through the end-of-day checklist and secure the building
- The kitchen and workshop are to be clean and tidy before leaving the Guild

Alcohol and drugs

- Members are not allowed to operate machinery or tools or be in the workshop if they have been drinking alcohol or taking drugs that impair their ability to operate the machinery or tools safely.
- Any person arriving at the Guild affected by alcohol, medications or illicit drugs will be asked to leave immediately and return when not affected.
- In the event of social activities, illegal drugs or excessive consumption of alcohol is prohibited. If you choose to drink, please ensure that you drink responsibly. If you drink at a social event, you should not drive. Depending on the location of the social event public transport may or may not be available, you are expected to make your own arrangement to and from these events

Smoking

- You are not allowed to smoke in the Guild or surrounding property.
If you need to smoke, please make your way outside the Guild gate. Cigarette butts and packets are to be disposed appropriately – put in the general rubbish bin or taken with you when you leave.

Authorisation

- The Management Committee is in place to serve club members by managing the affairs of the Guild within the rules contained in the Constitution and Rules of Incorporation (Model Rules).
- Any projects, events or expenditures are to be taken to a general meeting and/or the management committee for discussion/approval. Any project, event or expenditure for the Guild is to be approved by the Management Committee, or if in place an appropriate standing approval prior to commencing.

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Workshop Code of Conduct

Safety is our first priority for each member and visitor to the Guild:

- There has to be a minimum of two (2) members (1 Key Holder + 1 member) at the workshop at any time when machinery is being operated. This is an important requirement of our insurance.
- Members have to complete an induction on each machine they want to use prior to using it.
- Follow safety instructions both written, and verbal given by a key holder
- Do not talk to or distract people who are using machines/power tools. Wait until they are finished.
- PPE – Covered footwear must be worn in the workshop. Avoid loose-fitting clothing that could become caught in machinery. It is best to remove jewellery and tie back long hair. It is recommended to wear; dust masks, eye and hearing protection. For more information ask the keyholder.
- Take your projects with you when you are not at the Guild. Many people work in the area and we don't want your project to go missing. Ask the key holder if there is any storage space for items that cannot be moved for a few days. e.g. *when they have been glued etc. Write your name on it with chalk*
- Clean up when you have finished your work. This includes:
 - ⇒ clean and return tools to their proper storage area e.g. empty sawdust bags on hand sanders
 - ⇒ tidy up the workbench you were working on
 - ⇒ clean any machines and floor space (air hose and vacuum are in the workshop)
- Report any safety problems, faults, damaged machinery/tools or missing tools to the key holder

Management Committee Code of Conduct

The Management Committee is elected by members at the annual general meeting which is held within three (3) months of the financial year. The committee is required to meet monthly in accordance with the Constitution, except December & January.

Management Committee members have a duty of care to do the following:

- Understand the Act in accordance with the Guild Constitution, Rules of Incorporation & Model Rules
- Follow the code of conduct
- Act fairly and ethically in managing the affairs of the Guild
- Attend as many committee meetings as possible in accordance with the Constitution
- Communicate openly with members & raise any problems, complaints or concerns at committee meetings
- Respect the views, concerns and ideas of members and other committee members
- Maintain strict confidentiality on any personal or private information that may come before the committee.
- Disclose any potential conflict of interest in relation issues or decisions before the committee
- Inform the president or secretary if your ability to serve on the management committee change.