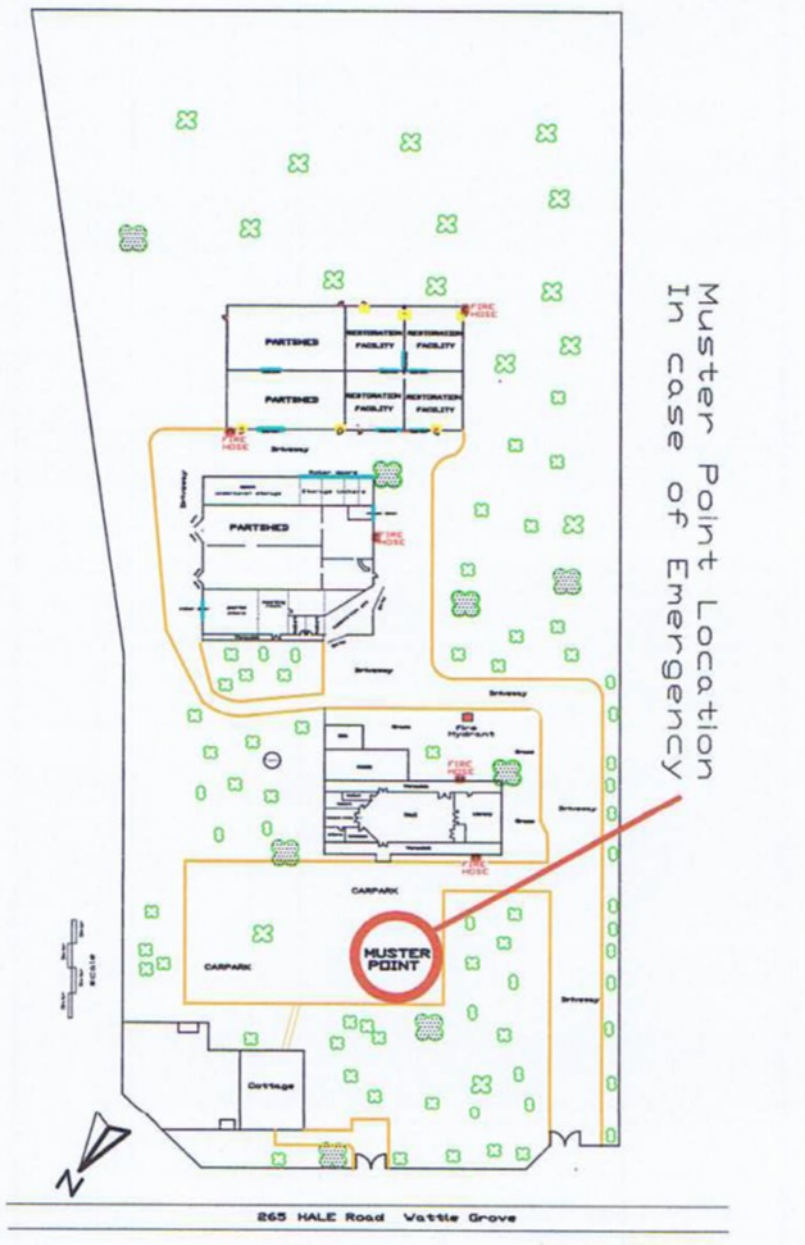


# Veteran Car Club of WA (Inc.)

## Spare Parts and Restoration Sheds



## Members Handbook

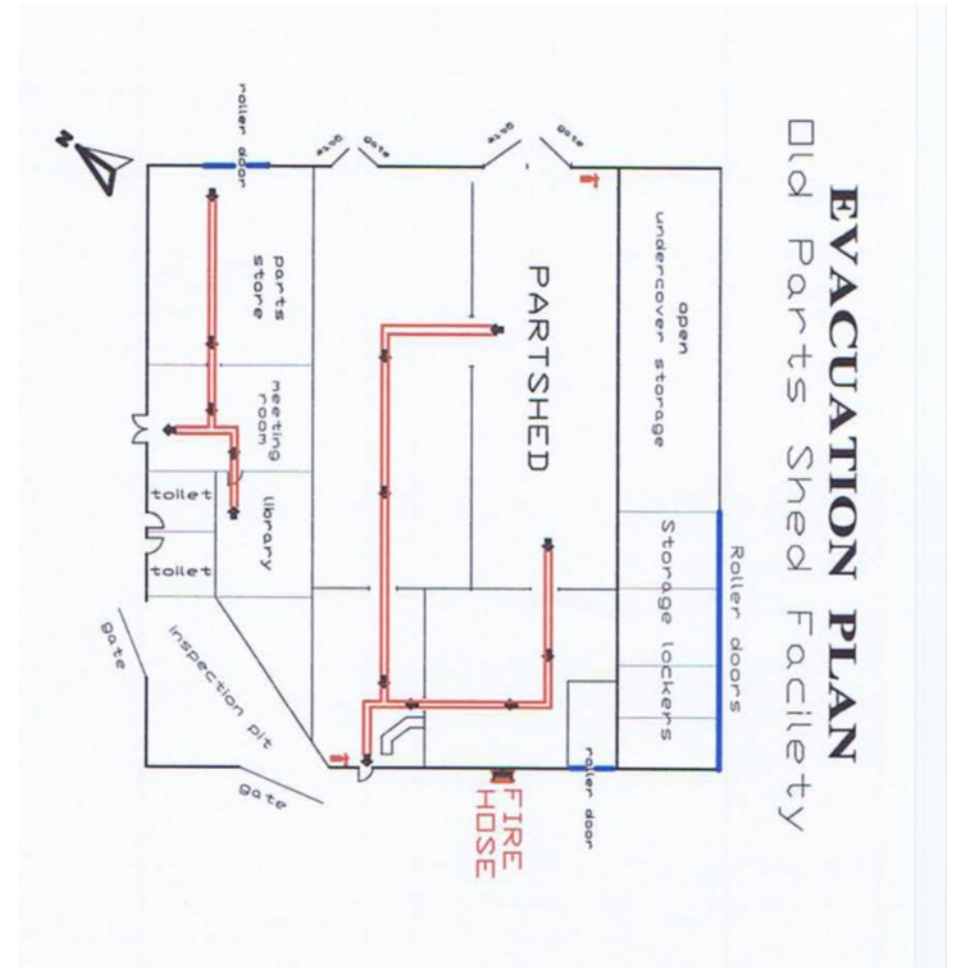


Muster Point Location  
In case of Emergency

**Veteran Car Club of WA (Inc.)  
Spare Parts and  
Restoration Sheds  
Members Handbook**

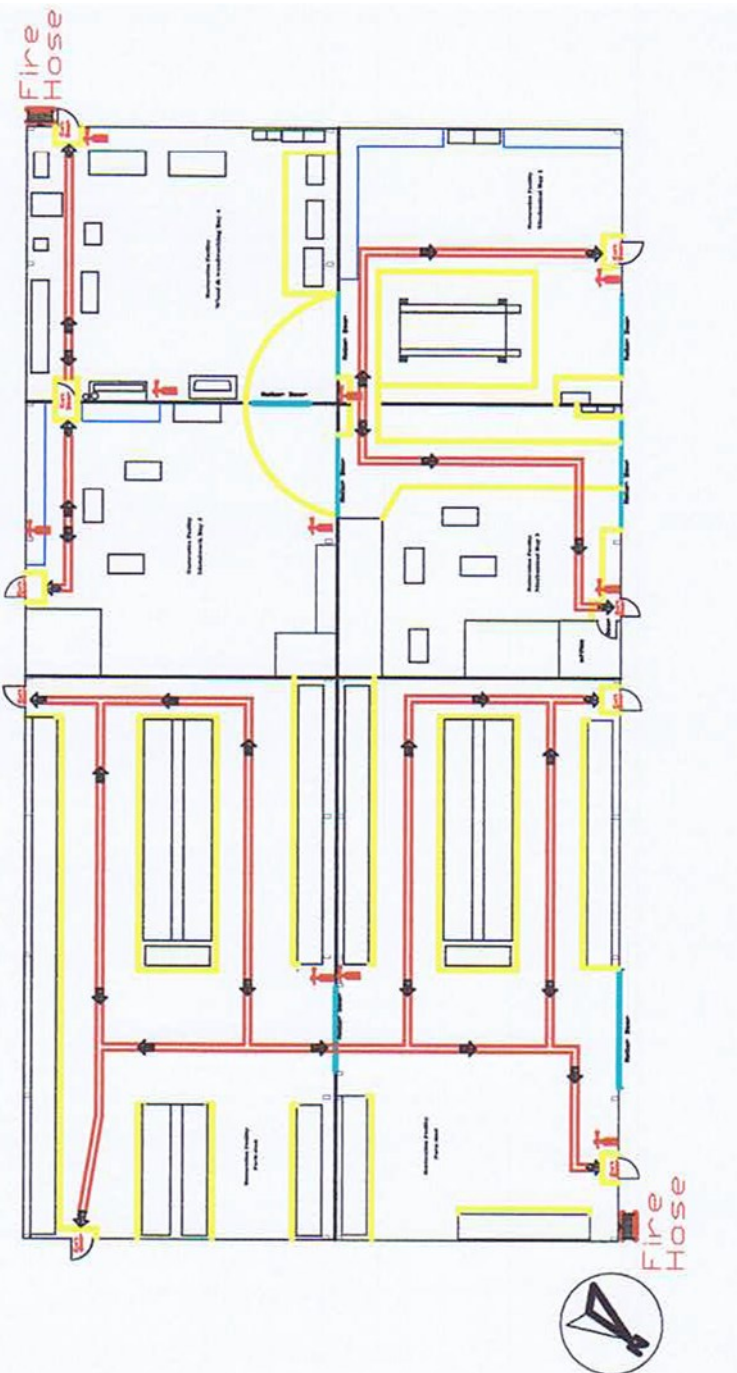
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# EVACUATION PLAN

## New Red Sheds



## 1.0 INTRODUCTION

The Veteran Car Club of WA (Inc.) (the Club) operates a Spare Parts Shed and a Restoration Shed on its premises in Wattle Grove (the Site) to assist Club Members (Members) in their pursuit of their hobby to restore, operate and maintain historic vehicles.

This handbook is designed to help Members to make use of these facilities and to outline the manner in which the Sheds operate.

## 2.0 SPARE PARTS SHED

The Spare Parts Shed started as a small unit and over many years has developed into an extensive facility housing a large range of spare parts representing all vehicles covered under the Club 25-year rule. Only Club Members are entitled to acquire these parts.

The facility consists of two (2) sheds, the Front Parts Shed which houses small vehicle components such as electrical components, gaskets, carburettors, fuel pumps, radiators, cylinder heads, starter motors/generators etc., while the Rear Parts Shed houses larger components such as complete engines, gearboxes, body panels etc.

The Parts Sheds are managed by two Supervisors. One looks after the shed housing small items while the second manages the shed housing the larger components.

### 3.0 RESTORATION SHED

The Restoration Shed (Resto Shed) is a workshop facility in which Members can safely undertake minor vehicle restoration and maintenance projects on a self-help basis in a supportive technical and social environment.

The Shed offers facilities and services to help Members in:

- Mechanics
- Woodworking
- Panel and Metalwork
- Electrical
- Upholstery and trimming;

Education in each of these disciplines is also available.

The operations of the Resto Shed are managed by a Restoration Shed Operations Committee appointed by the Club's Executive Committee. Day to day oversight of the Resto Shed's operations is the responsibility of the Shed Supervisor on duty for any given day.

Area Co-ordinators are responsible for overseeing the activities in each of the four work areas – Mechanical, Woodworking, Panel Shop and Upholstery.

### 4.0 SITE RULES

The following Rules have been established by the Club to provide a safe, supportive and harmonious environment on Site for the operation of both the Spare Parts and Restoration Sheds. Prior to starting work in either Shed Members will be required to sign a declaration as having read these Rules and agreeing to uphold them.

### 8.2 MEMBER PROJECTS

- Members wishing to undertake a project must seek permission from the relevant Area Co-ordinator (or the Shed Supervisor in the case of the Military Section).
- When working on personal projects, you are to supply your own material.
- Incomplete projects at close of business must be removed from Site or may be temporarily stored in the Work in Progress racks
- Overnight vehicle storage is not available.
- You must remove waste materials from your project for off-site disposal. They are your responsibility.
- You must ensure that your work area is clean and clear at the end of the day.
- Tools are to be signed out of the Tool Store by the user and must be returned to the Tool Store and signed back in after use. Any worn or damaged tools should be tagged or brought to the attention of the Shed Supervisor or Area Co-ordinator.

### 9.0 SHED MANAGEMENT CONTACTS

Position	Name	Phone No	Email
Spare Parts Front Shed Supervisor	Brian Thompson	0447 227 644	bt2001952@gmail.com
Spare Parts Rear Shed Supervisor	Neil Pitman	0406 097282	lpitman@iprimus.com.au
Restoration Shed Supervisor	Graham McDonald	0418 910 841	gmcdonald3@bigpond.com
Restoration Shed Supervisor (Military)	Jim Sewell	9379-3467	jse51525@bigpond.net.au
Mechanical Co-Ordinator	David Reid	9298-9033	rv46@iinet.net.au
Panel Shop Co-Ordinator	Rob Calcott	0412 629 228	robertpcalcott@gmail.com
Woodwork Co-Ordinator	Graham McDonald	0418 910 841	gmcdonald3@bigpond.com
Upholstery Co-Ordinator	Eddy Brown	0417 986 594	evandkabrown@optusnet.com.au

## 8.0 RESTORATION SHED PROCEDURES

### 8.1 ATTENDING THE SHED

- Members wishing to use the Shed must first make contact with the relevant Area Co-ordinator (or the Shed Supervisor in the case of the Military Section) to discuss the project they wish to bring. This will establish the timing, equipment and consumables required. The Supervisor or Co-ordinator will decide if and when the project can be done. Contact details are contained on the last page of this handbook.
- All Members attending the Shed must sign in and out using the Attendance Register, located beside the Shed office.
- For Members attending the Shed for the first time the Supervisor/ Co-ordinator will conduct a Site Induction before any project can be started. This Induction will include the Site and Shed layout, emergency procedures and necessary administrative details. You will be given a name tag to wear at all times whilst in the Shed.
- As part of the Induction process you will be asked if you have read the Shed Rules, if not a copy will be provided to you to read. You will be asked to complete a Membership Card showing personal and emergency contact details and to sign an Assumption of Risk and Declaration Adherence document. These documents are required to protect both the Member and the Club.
- The Area Co-ordinator (or the Shed Supervisor in the case of the Military Section) will then discuss your project and decide on what power tools and machinery will be required to do your project. You will be asked to demonstrate or will be instructed on how to use the equipment safely before any work can begin. Once completed a formal **Verification of Competency** will be signed off by the examiner and yourself and stored with your Membership Card.

### 4.1 SAFETY

- Safety is the number one priority –focus on both yours and the other person’s.
- The relevant Shed Supervisor has the final say in all decisions.
- Each Member must undergo a Shed induction prior to using either Shed.
- You must know the location of the emergency Evacuation Muster Point.
- You must sign the Attendance Register each day you attend either Shed.
- You must wear a name badge whilst on site.
- Suitable work shoes must be worn at all times. Open toed footwear is not allowed.
- No loose jewellery, loose clothing, ties or other items that could become caught in machinery are to be worn. Long hair is to be tied back.
- Eye protection, hearing protection and gloves must be worn in situations where personal injury may occur.
- You must be deemed competent by the relevant Shed Supervisor or Area Co-ordinator before operating power tools and machinery in the Sheds or around the Site.
- You must have permission from the relevant Shed Supervisor or Area Co-ordinator to access a Shed and you are not to work in an area alone;
- Only one person may use a machine at a time.
- Faulty equipment, potential hazards and near misses must be reported to the relevant Shed Supervisor or Area Co-ordinator as soon as possible.
- Mechanical or hydraulic lifting devices must be used wherever possible for moving heavy objects.
- As there are continuous vehicle movements across the site, Hi-vis vests must be worn for all external activities.

- No parking is permitted in the fenced off area around the sheds
- No Vehicle access to the fenced off area around the sheds without the permission of a Shed Supervisor or, in the case of delivering spare parts, the Parts Shed Cashier.

#### 4.2 BEHAVIOUR

- Alcohol may not be consumed on Site unless during a Club sanctioned event.
- The Clubrooms, Patio and Sheds and adjacent areas are all non-smoking environments.
- You must not attend the Shed under the influence of alcohol or drugs that impair your safety or the safety of others.
- You may only attend the Sheds during official opening times.
- You must behave in a cordial, respectful and supportive manner to other Members.
- You must refrain from rudeness, violence, intimidation or bullying.
- If a machine that you wish to use is currently being used by someone else, patiently wait your turn.

#### 4.3 VISITORS

Visitors to Site must:

- Report to either the Parts Shed Entrance or the Restoration Shed Office, as appropriate.
- Sign in and out on the Attendance Register and comply with the footwear and P.P.E (personal protective equipment) requirements.
- Wear a Hi-vis vest and a Visitor's Badge.

herence document. These documents are required to protect both the Member and the Club.

- You will need to be certified competent in using and tools and equipment in undertaking your duties. Once completed a formal **Verification of Competency** will be signed off by the examiner and yourself and stored with your Membership Card.
- Wear a hi-vis vest at all times.
- Ensure that your work area is maintained in a safe manner and must clean up and clear the area when finished for the day.
- Return any Parts Shed tools used at any time to their designated storage location.

#### 7.2 EQUIPMENT

The Parts Shed Supervisors will maintain an Approved Operator Register for the Fork lift and Telehandler.

Operating the Fork lift requires a National Forklift Licence issued by Worksafe (ticket) and this must be current at all times.

Operating the Telehandler doesn't require a ticket, but the Parts Shed Supervisors will ensure that any user is fully trained by a competent trainer. The user must be certified competent before being added to the Approved Operator Register and to the individual's Verification of Competency.

#### 7.3 SPARE PARTS ACQUISITION

- Only Members are entitled to acquire spare parts from the Parts Sheds.
- Members accessing the Sheds must sign the Attendance Register and wear a Hi-vis vest during their visit.

If necessary, the **nearest Medical Service** is:

Mead Medical Group, 11 Salix Way, Forrestfield

Phone: **9453-4566**

#### **IN CASE OF AN EMERGENCY,**

Call for an **Ambulance** on '000'.

**Check if the Member has deposited Medical Instructions with the Shed.** These are located with the Membership Records in the Shed Office.

#### **6.3 COMMUNICATION**

- Mobile radios for use in emergencies are held in charging cradles located at the Fire Wardens Stations in:
- Front Spare Parts Shed – Entrance;
- Rear Spare Parts Shed – Entrance; and
- Restoration Shed Office

#### **7.0 SPARE PARTS SHED PROCEDURES**

##### **7.1 SPARE PARTS HELPERS:**

A 'helper' is defined as a Club Member who works as a volunteer in the Parts Sheds assisting the two Supervisors in storing parts.

Each helper must:

- Sign in to the Parts Shed on arrival and sign out on departure;
- Complete an induction by the relevant Parts Shed Supervisor when acting as a helper for the first time. As part of the Induction process:
  - You will be asked if you have read the Site Rules, if not a copy will be provided to you to read. You will be asked to complete a Membership Card showing personal and emergency contact details and to sign an Assumption of Risk and Declaration Ad-

#### **5.0 RISK ASSUMPTION AND ADHERENCE AGREEMENT**

To participate in the operation of the Sheds you will need to complete a Registration Card which includes a statement from you agreeing to assume the risks associated with your work on the Site and agreeing to follow the Site Rules.

#### **6.0 EMERGENCY PROCEDURES**

##### **6.1 IN THE CASE OF A FIRE OR EXPLOSION**

Remain calm do not panic.

At all times during the emergency follow the instructions of the Wardens.

In the case of a minor fire attack the fire with a fire extinguisher according to its operating instructions.

##### **DO NOT PLACE YOURSELF IN DANGER.**

In the case of a **major** or **dangerous emergency** report to the Shed Supervisor or the Area Co-ordinator who will activate the Fire Alarm if necessary.

On hearing the Fire Alarm prepare to immediately leave the building. Collect personal belongings, if safe to do so and switch off electrical appliances, equipment and machinery.

##### **IT IS NOT YOUR RESPONSIBILITY TO CHECK ON OTHER MEMBERS UNLESS YOU ARE ASSIGNED TO DO SO.**

Do not return to collect personal belongings.

A plan of the building and evacuation routes is displayed in each Area of the Shed. A copy of these plans are included at the rear of this Handbook.

Leave the Shed by the nearest and safest route.

Walk quickly and calmly to the **Muster Point** which is the **Carpark in front of the Clubrooms.**

Remain at the Muster Point until instructed to leave by a Warden or Fire and Emergency Personnel.

**It is the Fire Warden's duty to:**

- Investigate the fire/explosion and determine what actions are required including activating the Fire Alarm.
  - Collect Hard Hat, vest, radio, keys and torch from the Warden's Station.
  - Appoint an Assistant Fire Warden and Evacuation Officer.
  - Instruct the Assistant Fire Warden to contact the Fire and Emergency Services.
  - Instruct the Evacuation Officer to collect all Attendance Registers and proceed with a radio to the Muster Point.
  - Cut off power at the Shed Switchboard if necessary.
  - Check all areas within and outside the Shed where the emergency has occurred for any person remaining.
  - Liaise with the Evacuation Officer at the Muster Point via radio to ensure all persons are accounted for.
  - Ensure that all Shed doors are closed (but not locked) on leaving.
  - Assist any person with a disability or having difficulty leave the building, if it is safe to do so. If this puts your own life in danger, leave and report the person's predicament to the Emergency Services on arrival.
- It is the Assistant Fire Warden's duty to:**
- Follow the instructions of the Fire Warden.
  - Collect Hard Hat, vest, and radio, from the Warden's Station.
  - Notify the Fire and Emergency Services of the fire by ringing '000'.
  - Assist any person with a disability or having difficulty leave the building, if it is safe to do so. If this puts your own life in danger, leave and report the person's predicament to Fire Warden.

**It is the Evacuation Officer's duty to:**

- Collect Hard Hat, vest, and radio, from the Warden's Station.
- Collect all the Sheds Attendance Registers.
- Undertake a roll call at the Assembly Point.
- Advise the Fire Warden or Emergency Services of any person unaccounted for.

**FIRE WARDEN** – Senior Shed Officer on the day.

**ASSISTANT FIRE WARDEN**- Appointed by Fire Warden for incident.

**EVACUATION OFFICER** – Appointed by Fire Warden for incident.

## **6.2 IN THE CASE OF INJURY**

**Wall mounted First Aid Kits** are located:

- Clubrooms - Entrance
- Spare Parts Shed - Front Entrance
- Spare Parts Shed - Rear Entrance
- Rear Spare Parts Shed - Entrance
- Restoration Shed - on the Shed Office wall.

**Automated Defibrillators** are located adjacent to the First Aid Kits in:

- Clubrooms - Entrance
- Restoration Shed - on the Shed Office wall

At least one person attending the Site per day will have first aid training.