



Toowoomba Lapidary Club Inc.

CODE OF PRACTICE

The information below will assist in making you aware of key activities and protocols relating to club members and to visitors.

Safety First! The safety of our membership is our number one priority. You will be given appropriate safety training and orientation of our workshop equipment before you begin any instruction.

If you become aware of any unsafe practices or spot any potential hazards or dangers, please warn colleagues immediately and report all such incidents to the Duty Officer. This is your lawful obligation.

Fire Evacuation Procedures. Please SIGN IN and SIGN OUT when you enter and leave the premises and be familiar with our emergency assembly point. A Fire Evacuation Plan is located in the clubhouse.

Emergency Contact Details. This form is available for you to complete. This information is kept secure and confidential. You should disclose any medical conditions like allergies, epilepsy, asthma, etc.

Code of Conduct for Field Trips. This information will be included in your orientation documentation.

Workplace Health & Safety. The main objective is to provide a realistic set of guidelines as to what are acceptable and unacceptable behaviours. The guidelines work within a framework of legal requirements.

Topics that will be covered during your induction/orientation include:

- All members and guests are to RESPECT all other members' and visitors' dignity and property.
- DISCRIMINATION against any member or guest based on race, colour, ethnic origin, religion, sex or age will not be tolerated.
- HARASSMENT of guests or members (e.g. bullying, emotional, physical, sexual, economic and financial) will not be tolerated.
- DISRUPTIVE or UNRULY BEHAVIOUR will not be tolerated.
- ALCOHOL or SUBSTANCE ABUSE (legal or illegal) in the clubhouse is extremely dangerous and will not be tolerated in any circumstances.
- WORKSHOP RULES & SAFETY REGULATIONS are to be followed by all members and guests. Refusal to follow direction from the Duty Officer will not be tolerated.
- PERSONAL TOOLS, MATERIALS or PROPERTY should not be used or taken by any member or guest without the owner's express consent.
- Without authorisation, REMOVAL OF CLUB TOOLS, EQUIPMENT, ROCKS, SUPPLIES or any other club property for personal use will be considered theft and will not be tolerated.
- PERSONAL INFORMATION PRIVACY will be respected and maintained for all members and guests.

I/We (please print) _____ agree to abide by the *Code of Practice* listed above (which will be covered in more detail during my induction) prior to commencing any instruction or use of workshop equipment.

Nominator's signature (print and sign): _____ Date: _____

Applicant's signature (print and sign): _____

Applicant's signature (print and sign): _____
(Family/Class C only)