

# Firestation Print Studio (FPS) Manual

## INTRODUCTION – What we stand for – Board, Management and rules

- The Firestation Print Studio (FPS) is a self-supporting, community based, not-for-profit arts organization of long standing. It is operated by volunteer Members, providing flexible access and opportunities for Printmakers.
- We recognize that each individual person brings a unique talent and experience into our friendly open Studio. In this we all benefit.
- The Firestation is overseen by a Board of Management (*also known as the Committee*), which employs a Manager.
- The Board's (*which oversees the operations of the FPS*) aim is to promote, sustain, and advance fine art Printmaking and Book Arts as a contemporary visual art form, both to the Arts community and the general public utilizing the Manager's expertise.
- The Firestation Print Studio (FPS) aims to provide quality facilities within a friendly, co-operative, affordable, educative, inclusive, safe and non-discriminatory studio which is open to Members most of the time. We encourage you to refer to our **Code of Conduct** in Appendix B and C, to ensure we all maintain a safe and respectful workspace.
- As the FPS is a not-for profit organization, all Members benefit from the co-operative, low cost, user-pays system.
- The historic premises are owned and maintained by City of Stonnington.

## NEW MEMBERS

- The FPS welcomes all Printmakers near and far as financial Members and for FPS Membership and access fees: *Please visit our website - [www.fps.org.au](http://www.fps.org.au)*
- The FPS is primarily set up for those who have some training and experience, and are competent to proceed on their own. Individuals without experience will be required to attend classes first.
- All new Members are expected to complete the two (2) mandatory 2 -hour Supervised Access sessions with an experienced FPS Member - currently \$160
- New Members, once qualified, may strictly only print in processes covered by their Supervised Access sessions.
- The FPS may require Members to undergo periodic paid refresher sessions at its discretion.
- Supervised Access sessions are essential for orientation, competency assessment, and education in OH&S procedures, and Firestation protocols. (*All OH&S Procedures must be carefully listed under OH&S*)
- This ensures all Members are equally aware, qualified, responsible and competent to print independently.
- Safety lapses or failure to adhere to procedures may result in a Member being banned from the FPS, or they may be required to undertake extra mandatory refresher sessions.
- Once new members have completed their 2 sessions, an assessment sheet is submitted to the Manager. **Appendix A.**
- Once Supervised Access sessions are successfully completed, paid up Members are free to book their access sessions as required. All sessions must be paid for, and marked as such in Press Bookings Diary, prior to the booked date.
- From time-to-time all Members will be called upon to volunteer for various tasks.

### **MANAGER and OFFICE**

- The Manager is responsible for the day-to-day running and well-being of the Studio: this includes general enquiries, Members' needs, financial tasks, fundraising, and liaison with Stonnington Council, benefactors, sponsors, the Web site, and the general public.
- The Manager's Office hours are Wednesday to Saturday, 11am to 4pm. Otherwise the office is locked to Members at most other times.
- A few Committee Members have the office security code, in case of emergency.
- At other times, an answering machine will take messages.
- Emailing the Manager is preferable and all emails are replied to in due course.
- Notes or envelopes may be pushed under the door.
- The Manager sends weekly email bulletins to all Members. Please read them as they contain vital information, including Printmaking and exhibition opportunities, educational workshops, social events, and news.
- Members are encouraged to contribute information for these bulletins.
- The Manager is to be notified regarding accidents, security, or breaches of procedure.
- The Manager has authority to give directions, regarding the safe operations of the FPS. These directions must be adhered to.

### **PARKING**

- Parking at the rear of the Studio is provided free to Members only while using the Studio. (*Entry is from the council car-park between Willis and Stanhope Streets.*)
- Members should be aware of other parked cars and pedestrian access.
- Members may have to move their cars when asked.
- On weekdays, 2 marked car spaces are sublet and reserved for others only.
- The Council's car-park is free, but limited to 2 hours. It is regularly patrolled.

### **ENTRY PROCEDURES** - see floor plan attached.

- The key to rear glass entry door is locked in a wall mounted key-safe to the left of the door.
- A 4 digit security code, known only to qualified Members will access the key.
- Enter the 4 digits (*Press inwards*), then depress top button downwards. If unsuccessful, use the 'clear' button, and repeat.
- After opening, the key should be returned immediately, by the same procedure.
- Check the key-safe is securely locked again.
- Fines apply for keys lost, or missing for more than 24 hours.
- At night, an external automatic sensor light will turn on, assisting entry and exit.
- Once inside, security exit lights provide enough light to see.
- The main light switches are across the Studio, on the Willis St wall, upper RHS.
- Use the top 3 switches only for Studio. The lower 3 are for the Gallery only. Do not use.
- Gas heater and the reverse-cycle air conditioner are near the rear glass door.
- For personal security when working at night, lock all doors and close blinds. Glass door catch can be set angled, barring entry, but allowing emergency exit.
- 4 emergency exits are always lit. See floor plan attached.
- Note location of 4 wall mounted fire extinguishers, and their types. Water type near glass door. Dry powder types in Acid Room, Office and Kitchen.
- On arrival check Press Booking Diary in Studio, to confirm your booking, and if other Members are present, or other activities expected.
- Write your name and arrival time in separate Logbook. This is essential to monitor access and to ascertain who is in FPS in case of emergency.

## **PRESS BOOKINGS**

- The Press Booking Diary is the essential reference for Members.
- All bookings for the 3 presses, usually designated 'Small' (1), 'Middle' (2) and 'Red' (3), must be written into the Press Bookings Diary in advance.
- Other uses such as a weekly Life Drawing (Tuesday evenings), back room, children's classes, and workshops must also be written in. Failure to do this may cause confusion.
- Bookings may be written by Members in person or by Manager on telephone request.
- Include time, press # and your name and contact telephone Number, and if the session is paid for.
- If nothing is written in, a vacancy exists, and any Member may arrive and use an available press.
- Please phone and cancel bookings, if you cannot attend.
- If a Member appears to be late for a booking, we may telephone them to assess their situation.
- Members must be flexible, tolerant and co-operative when resolving apparent conflicts of booking.

## **WORKSHOP USE**

- The FPS Board encourages a friendly, safe and respectful Studio working environment.
- No smoking is permitted in or near the Studio.(within 5 metres)
- Members must wear sturdy closed toe footwear. Long hair is to be tied back or covered for safety. Thongs or sandals are not permitted.
- Large bags and valuable items should be securely stored while working.
- If you have to leave temporarily, tell another Member, or leave a note with number.
- Music is permitted, however Members must reach agreement on volume and choice. A tolerant & flexible approach is expected. A CD /radio and some CDs are provided.
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## **EQUIPMENT & MATERIALS**

**PRESSES** – *There are 3 presses in the front room and 3 in the Letterpress room.*

- The 3 presses in the front room provided are suitable for printing etching, dry-point and relief processes, depending on the size required.
- No1 'Small' has a 57.4cm x 97.1cm bed. No2 'Middle' has an 86 x 159.4 bed and No3 'Red' has a 69.8 x 130.1cm bed.
- Each press has a numbered glass topped ink bench, which may only be used with the corresponding press.
- Plates to be inked and inks mixed and rolled out on glass, and thoroughly cleaned afterwards.
- Members are expected to have some prior experience in setting press roller pressure.
- Roller must be wound up and down simultaneously and kept level, not angled. Top handles pushed inwards, away from walkways.
- Too much pressure makes printing impossible and may cause damage.
- Presses should be found, and left, in a clean, dry condition, bed central, with rollers evenly raised, ready for setting.
- The 3 presses in the Letterpress room are for Wood-cuts, Lino-cuts and all Letterpress printing – there are Operation sheets for each press.

## **PAPER BENCH**

- The white central bench is a clean bench for paper ONLY! It must be kept clean, and may be used for laying out, cutting or drying clean paper only. Strictly NO dirty rags, bags, wet prints or ink!
- Members must supply their own printing paper, inks, rollers and tools.
- Etching/dry-point paper may be soaked in the water bath in the Acid Room.
- Empty water bath when finished and use squeegee to clear.
- Clean butchers paper is provided at no extra charge, under bench No1, for drying paper and protecting blankets.
- Used, but still clean butchers paper should be reused wherever possible, and should be hung over balustrade near glass door for others to use.
- Dirty paper, tarlatan and rags go straight into the bins, to be emptied at end of session.
- Newsprint is provided though please be considerate of your fellow printmakers and the environment

## **PRINT RACK**

- Wet prints from the press must be laid in wire print rack in kitchen, until dry, identified with your name, number, and collection date.
- Remove your prints promptly when dry. Prints left behind may be removed and stored by Manager.
- Please treat other Members' prints with respect, and exercise care when raising racks.
- All prints are left at the owner's risk.
- Prints may also be dried flat using Caneite sheets provided. Leave identification details as for the Print Rack

## **BLANKETS**

- Printing blankets of various size/thickness/texture are provided under the paper bench.
- The size selected should suit the press and plate.
- Prevent damage to blankets from sharp edges and too much pressure, and ink.
- Alert Manager if you damage a blanket.

## **HOTPLATE**

- Hotplate for inking is set between benches No 1 & 2.
- Connect cord, turn switch on, and adjust heat, ensuring it does NOT get too hot as there is no overhead exhaust fan.
- Monitor heat regularly, and turn OFF and disconnect cord when finished.

## **ACID ROOM**

- Fully ventilated by extractor fan, and set up for etching copper of ONLY, with Ferric Chloride. On the RHS, Acid is maintained, and kept covered, ready for use.
- Extractor MUST be used while etching, and turned off after use.
- Members using acid bath MUST have prior education regarding safety, timing and techniques.
- Safety clothing, goggles, aprons, gloves and visors are provided and MUST be worn.
- Any accidental spillage must be mopped up. Accidents to be reported to Manager.
- In the event of acid contacting eyes, the EYE-BATH must be used, with constant flushing for 20minutes, minimum. Member must then go to hospital for assessment.
- LHS high pressure water sink is for cleaning plates/equipment/hands. NO acid to go in this sink.
- No spraying out silk screens in the Acid Room

- De-greasing, soy sauce and talcum powder are ready for use, and are kept in kitchen sink.
- A hair dryer is provided, kept in tool cupboard

### **CLEANING CHEMICALS**

- Mineral turpentine and Mentholated Spirits are allowed to be used but outside the Studio ONLY. Clean up permitted on external table outside glass door. Contaminated cloths must be put in external rubbish bins.
- Preferred cleanup for oil-based inks is Eco Heavy dispersant. Spray bottles provided, diluted 1 part to 4 parts water. Bulk is kept in downstairs toilet. Works for water-based and oil ink but note it can degrade Lino surface.
- Clean rags and newsprint are provided. Put in bins which MUST be emptied into garbage (*not recycling*) before leaving.
- Glass slabs must be left in clean state. Windex, Spray-n-Wipe, or Jif may be used, with residue cleaned off.
- Talcum, whiting and soy sauce are provided for de-greasing etching plates. This must be done in the Acid room LHS sink.
- No resin Aquatint or any other chemicals are permitted.

### **GALLERY**

- The Gallery is available for hire for exhibitions, functions and classes.
- Members are encouraged to participate in group or individual shows and to attend openings. This is important for the active functioning of the FPS as well as establishing our clear sense of 'community'.
- Gallery dimensions- 6.680m x 3.340m. RH wall= 2.930+ 1.900+1.850m
- For Gallery fees and charges see attached schedule.
- Gallery hours are 11am to 5pm Wednesday to Saturday. The Manager normally monitors the gallery Wednesday to Friday and sometimes Saturdays.
- Members using Studio may be asked to monitor the gallery, or open/close up in Manager's absence – this could be on a Saturday.
- To open/close, unlock 3 slide bolts on red doors, open red door, put out sign, and turn on lights.
- Gallery tools and hanging wires for tracks are supplied, stored in Storeroom off kitchen, RHS cupboard.
- Gallery also has parallel metal strips on all walls, suitable for magnetic hanging of un-mounted prints.

### **BACKROOM – Also known as the Letterpress room**

- This may be used for workshops, exhibitions, letterpress classes, demonstrations, and may be booked in the Press Booking Diary.
- A regular booking exists for children's classes, Wednesday and Thursday, 3:30pm to 6:30, and Saturday from 10:00am to 12:00.
- Up to 3 Members are able to share at once, subject to agreement.
- 2 small letterpress proofing presses are available, suitable for Lino cuts. 65 x 45cm. and 37 x 31cm.
- A lever-action (*Albion type*) letterpress machine available as well - size 250 cm x 350 cm.

- A screw book-press 25.5cm x 37.5 is also available, suitable for Lino, woodblock or bookbinding.
- There are 3 large central work tables, and generous bench space.
- Backroom has multiple wall mounted metal strips, suitable for magnetic hanging of un-mounted prints.
- There are also 2 glass display cases. Illuminated, 120 x 50cm x 180H. 3 glass shelves. 120 x 50cm x 90H, 1 solid shelf.
- Backroom has a sink for hand cleaning and small items. Large items should be cleaned in Acid room LHS sink only.
- Backroom has an external door to the car-park. Heating/cooling and lights are separate for main studio.

#### **KITCHEN - *Please keep it clean and tidy.***

- Kitchen is equipped with a sink, microwave, kettle, 2 small fridges, sandwich grill as well as plates, cups, cutlery and glasses.
- It is for all Members to use. Please keep it clean and tidy.
- There are bins to be used for recycling and rubbish. Members are expected to clean up after themselves and occasionally after others.
- Please do not walk away from a mess.
- Tea and coffee and milk are provided. Please donate 20c (or more) for every cup.

#### **ACCIDENT or INJURY**

- FIRST AID KIT is in the downstairs toilet, next to kitchen, and contains bandages, eyewash etc. There is also one in the Manager's Office.
- A purpose built Eye Bath is in the Acid Room.
- For Ambulance / Police / Fire Brigade, call **000**
- Malvern 24hr Police Station is next to nearby Malvern Town Hall, call 03 8823 5600
- Nearest emergency hospitals are Alfred Hospital, Commercial Rd, Prahran, or Cabrini Private Hospital, Malvern.
- Council's 24hr security patrol checks doors overnight, and can be called out on 1300 136 102. Fees apply for callout as the City of Stonnington pays and on-charges to FPS.
- All incidents must be reported in Bookings Book, and notify Manager by note or email.
- An Incident Report Form must also to be filled out, and submitted to Manager.
- The FPS is covered by Public Liability insurance. NOTE: In the event of injury, a Member may not be eligible for any cover, if safety practices have not been followed.

#### **EXIT & CLEAN UP PROCEDURES**

- Members are expected to leave the Studio in a clean and neat state for others to use.
- It may be necessary for Members to clean up after others on occasions. Excessive mess should be reported to Manager.
- Thoroughly clean the Press, including acetate and glass bench you used, leaving it dry. **Final bench clean: scrunch up some clean butcher's paper and rub over the glass bench to check that it is thoroughly cleaned.**
- Return blankets to cupboard. **If they are damp hang on the rail to air. Always roll blankets to avoid creasing.**
- Empty bins to Council's rubbish & recycling bins outside glass door.
- Switch off air-conditioning/heating, and all other appliances.
- Check that the hotplate is off, and disconnected.
- Sweep/vacuum floors of all debris. Brooms and brush & pan provided.



- Check Acid room. Water bath must be emptied and squeegeed. Acid covered. Light off, door closed.
- Make sure all wet prints in print rack.
- Take ALL your equipment & belongings with you. Left items may get lost.
- Check Backroom lights/heating off.
- Check toilet & kitchen lights off.
- Kitchen must be clean and neat, no dirty dishes.
- Switch off all lights, close blinds and lock all doors (including small red door in big door)
- After exit, check all doors are locked. Check key in key-safe.
- This section becomes the Exit Checklist, which is at the two main exits.

## **EMERGENCY NUMBERS**

**Dial 000 for FIRE/AMBULANCE**

**Malvern Police: 8823 5600**

**SECURITY:** National Protective Services ph. 1300 659 800

**BUILDING/MAINTENANCE:** Colin Richards, Building Maintenance Officer  
ph 8290 2010 / Mobile 0417 380 778







# MES - LETTERPRESS MACHINE OPERATION

This Press is a 'true' Letterpress machine - It is a modern version of the original Gutenberg press built from a wine press almost 5 centuries ago. 'Albion' is another name for this traditional press.

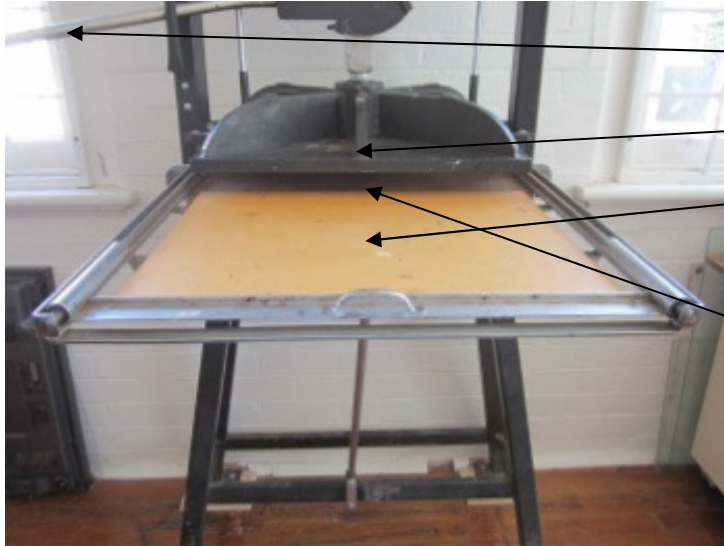
The press works by pressing the platen down onto the Media to be printed. The pressure is considerate and amplified by the knuckle.

The Press is a lever action (pull-down), and then up to release.

## INSTRUCTIONS

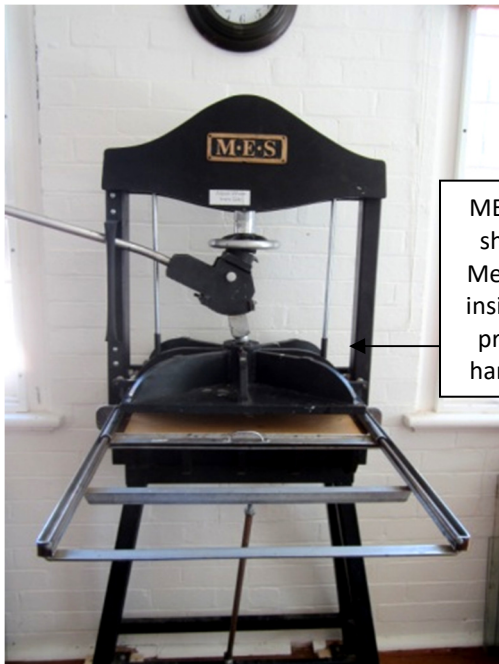
For the best results please set up the press as follows...

1. Slide the media bed out to position the work to be printed **IN THE CENTRE OF BED** (Include the original work, the media to be printed and a cover sheet if needed (*Do not Ink as this is setting the press travel height*))
2. Pull the handle down to view the lowest point of travel. Then slide the media bed forward, noting whether it will pass under the platen.
3. Adjust the print impression in 2 ways... either pack the media with more paper/card OR use the wheel to raise or lower the platen. NOTE: If the media does NOT travel under the lowered platen, then turn the wheel Anti-clockwise to raise it. If the media passes under the platen and there is a small gap, then test the print. If there is a large gap lower the platen by turning the wheel clockwise.
4. When satisfied the platen has the correct travel up and down giving correct impression – remove the media, re-align the media and position it in the centre of the media bed.
5. Ink the media, place the paper to be printed on top, then the blanket, slide into the machine and pull the lever down to impress the image onto the media.
6. Push the lever up and pull back the media tray to inspect the print.
7. If more pressure is needed, either add more paper or lower the platen further.

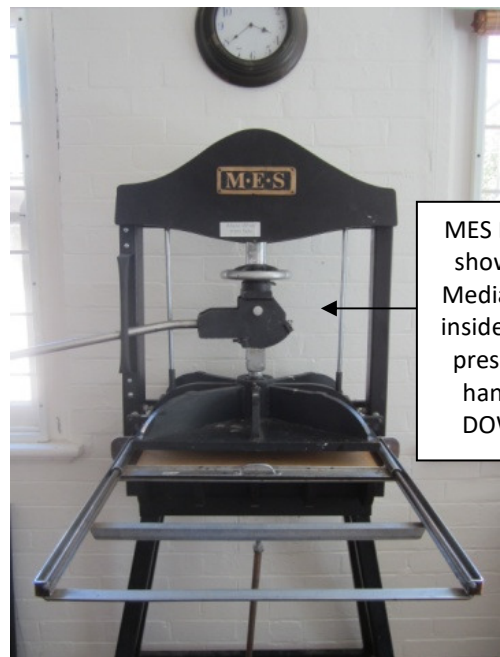


- Lever (Down)
- Platen (Lowered)
- Media bed (Open)

Note the GAP between the Media bed and the platen...  
This gap should be taken up with the media



MES Press  
showing  
Media bed  
inside with  
pressure  
handle UP



MES Press  
showing  
Media bed  
inside with  
pressure  
handle  
DOWN



This shows the wheel to be turned to increase/decrease pressure on Media.

Turn **Clockwise** to increase pressure

Turn **Anti-clockwise** to decrease pressure

# THE LINOCUT/LETTERPRESS PROOFING PRESS

Below is the large Linocut print press.

ALWAYS PULL ROLLER  
TOWARDS <<<< BAR



BAR >>>>>



To operate this press, all that is needed is to set the linocut to be printed in the correct position and then **PULL** the roller towards you in one swift motion.

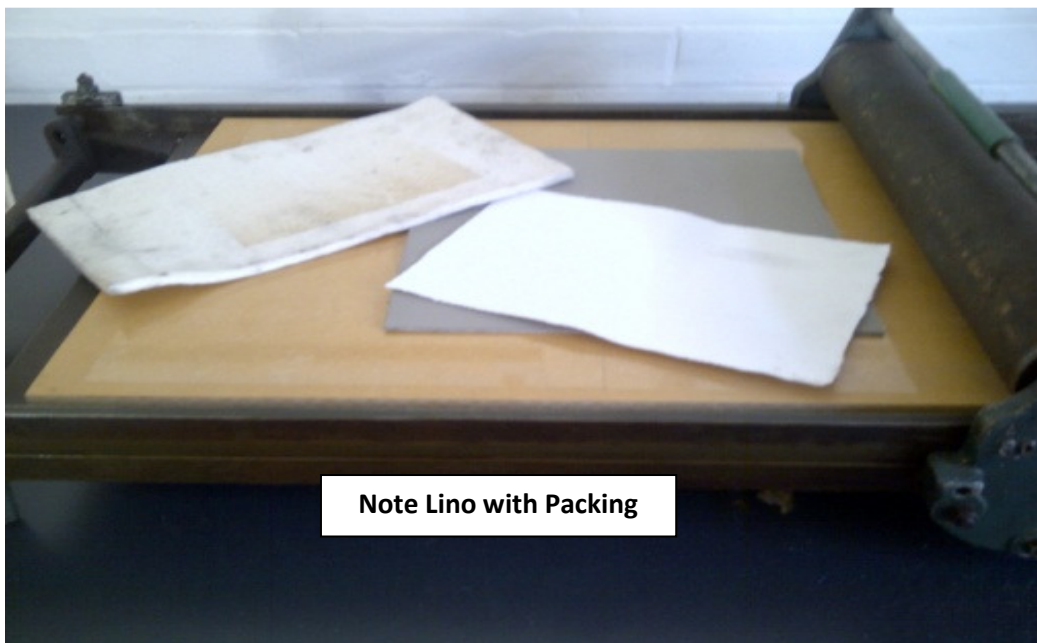
However, the following is to be noted... This press is designed to print 3-5mm Linocuts but for the best effect, the following should be noted.

When setting up – positioning etc, press test the pressure that the roller needs to give you a great print.

**NOTE:** This Press relies on the pressure that is created by adding linocut, paper and packing.

Recommended print pressure should be 3mm linocut, usual underlay for positioning, 1 sheet of printing paper, 1 other sheet of normal paper\ and the soft packing illustrated.

1. The BAR at the end of the Press should always be UP to increase pressure.
2. Push the BAR **down** only to release pressure to push the roller back to start.
3. Always PULL the Handle towards the BAR.
4. TO CLEAR PRESS – push BAR DOWN and send roller back to other end, THEN reset BAR UP.
5. To Add MORE pressure – put on more packing.



Note Lino with Packing

## APPENDIX A

### Firestation Print Workshop Induction program

2020

#### Supervised Access Sessions

On completion of the required 3 x Supervised Access Sessions and when using the workshop independently, a new member may only use those print processes supervised during their Supervised Access Sessions. For example, if a new member printed using one drypoint and linocut processes during their Supervised Access Sessions, then they are authorised to use only those same processes independently upon completion of those sessions. Failure to observe this workshop rule will result in an immediate ban from the Print Workshop.

Please tick all issues covered during your sessions:

Issues	Tick
The light switches, power sockets, heater, the location of <b>fire extinguishers</b> , floor plan and exits	
<b>Log Book</b> , sign in and out, date and time	
Kitchen, Bathroom and Parking facilities	
<b>The Acid Room</b> and all of its Health and Safety requirements (all new members <b>MUST</b> be shown the procedures relating to what to do in case they come into contact with acid:	



<ul style="list-style-type: none"> <li>• The location of protective clothing (Goggles, Aprons, Gloves and Visor).</li> <li>• Correct use of sinks (Right sink for <b>Acid</b> only, and the left only for <b>washing</b>)</li> <li>• The procedures relating to coming into contact with acid (I.e. placing one's head between the two taps of the <b>Eye-Bath</b> for a solid <b>20 minutes</b>).</li> <li>• <b>Ferric Chloride Acid Bath</b> is for copper plates <b>ONLY</b></li> <li>• <b>Red metal bin</b> in the Acid Room is for <b>oiled, flammable cloths</b></li> </ul>	
<b>Use of Other Chemicals:</b> <ul style="list-style-type: none"> <li>• <b>No solvent</b> (Turps or Metho) in the workshop</li> </ul>	
<b>The Presses:</b> <ul style="list-style-type: none"> <li>• How to adjust each of the rollers</li> <li>• The position in which the bed should be left on completion of use (I.e. the roller off the bed)</li> <li>• Cleaning the acetate</li> </ul>	
<b>Printing Blanket:</b> <ul style="list-style-type: none"> <li>• The location of the blankets</li> <li>• Size of the blanket should be bigger than the plate/block</li> <li>• No sharp edges or too much pressure</li> <li>• Contact the Firestation manager to discuss replacement or washing in the event of marking or ripping of blanket</li> </ul>	
<b>Hot Plate:</b> <ul style="list-style-type: none"> <li>• How to turn on and off</li> <li>• <b>Ensure it is not on too high a setting</b></li> <li>• <b>Do not leave too hot</b></li> </ul>	
<b>Cleaning:</b> <ul style="list-style-type: none"> <li>• Ecowash in the spray bottle and Windex provided</li> <li>• Clean work bench and press thoroughly after use</li> <li>• Empty green bins in the workshop into the council bins</li> <li>• Paper with ink cannot be disposed into the recycling bins</li> <li>• Wipe the floor if wet to ensure safety for others</li> </ul>	

<b>Drying Racks and Boards:</b> <ul style="list-style-type: none"> <li>• Leave your name, contact number and date of collection with your prints</li> <li>• Treat other members' prints with care and respect, though all prints are left at the owner's risk</li> </ul>	
<b>Paper Bench:</b> <ul style="list-style-type: none"> <li>• The table next to the Middle Press is for paper <b>ONLY</b>. No inky paper, plates or similar materials may be placed here.</li> </ul>	
Store away large bags/items and valuable personal belongings	
<b>Minor Issues:</b> Leave a message under the office door if outside office hours and leave a note in the Bookings Book so other Workshop users can see.	
<b>Incident Report Forms</b> are used to report incidents or disputes	
<b>Hazard or Emergency:</b> Call 000 and or the Police Station on (03) 9520 5200 Security Phone no: National Protective Services ph. 1300 659 800 City of Stonnington Maintenance ph. 0410 504 994	
<b>The Key System:</b> Functions (code etc.) and rules	
<b>The Bookings Book:</b> <ul style="list-style-type: none"> <li>• How to book a time</li> <li>• How to pay for it (passes): Contact info required- name, time, contact number, press required</li> </ul>	
<b>The Exiting Checklist</b> <ul style="list-style-type: none"> <li>• Refer to the list next to the glass door</li> <li>• Refer to the Supervised Access folder on the shelf next to the office</li> <li>• Don't forget to sign out</li> </ul>	

For further information, please read **The Firestation Print Workshop Manual**.



**Date Completed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Process:** \_\_\_\_\_

**Test Passed/ Failed:** \_\_\_\_\_

**Name of Supervised Access Supervisor:** \_\_\_\_\_

**Signature of Supervised Access Supervisor:** \_\_\_\_\_

Please return to the office for filing. Thank you

# FIRESTATION PRINT STUDIO

## CODE OF CONDUCT

### Appendix B

#### INTRODUCTION

The Firestation Print Studio believes that all people should work in an environment free from bullying.

The Firestation Print Studio understands that workplace bullying is a threat to the health and wellbeing of its staff, members, volunteers and customers.

Accordingly, the Firestation Print studio is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.

#### PURPOSE

The purpose of this document is to communicate that the Firestation Print Studio does not tolerate any form of workplace bullying. Please refer to Appendix C for the current process which is to be followed should any instances of workplace bullying be reported.

#### DEFINITIONS

**“Bullying”** is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

**“Repeated behaviour”** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

**“Unreasonable behaviour”** is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person’s skill level

- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular workers or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels.

Workplace bullying can occur between members, from manager to members/workers, or members/workers to supervisors/manager.

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- deciding not to select a worker for promotion where a reasonable process is followed
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see Appendix C).

## **POLICY**

The Firestation Print Studio has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Refer to Appendix C for the full disciplinary and grievances procedures.

## **RESPONSIBILITIES**

It is the obligation and responsibility of every person to ensure that the workplace is free from bullying. The responsibility lies with every manager, members, employee and volunteer to ensure that bullying does not occur in the workplace.

All members/workers have:

- an entitlement to work in a safe and healthy workplace and to be treated with dignity and respect
- an entitlement to make a complaint in respect of any bullying behaviour
- a responsibility to take reasonable care for their own health and safety
- a responsibility to ensure they do not promote or engage in bullying and otherwise take reasonable care that their acts or omissions do not adversely affect the health and safety of other people

- a responsibility to co-operate and comply with this policy and any other relevant policy.

It is the responsibility of the Committee members to ensure that:

- they understand, and are committed to, the right of all employees, members and volunteers to attend work and perform their duties without fear of being bullied in any form
- all reasonable steps to eliminate bullying are made so far as is reasonably practicable
- all applicable occupational health and safety legislation is observed
- all employees, members and volunteers are regularly educated and made aware of their obligations and responsibilities in relation to providing a workplace free from bullying
- they provide an environment which discourages bullying, and set an example by their own behaviour
- all complaints are treated seriously and confidentially
- they are as far as practicable aware of whether bullying is occurring, whether complaints are received or not, relying on such indices as:
  - sudden increases in absenteeism
  - unexplained requests for termination of membership/contract
  - behavioural changes such as depression
  - sudden deterioration in work performance
- they take immediate and appropriate action if they become aware of any bullying or offensive behaviour
- any reported allegations of workplace bullying are promptly, thoroughly, and fairly investigated
- guidance and education is provided, where requested and/or appropriate, to cases and subsequent decisions relating to bullying
- ongoing support and guidance is provided to management, employees, members and volunteers in relation to the prevention of bullying
- this policy is to be displayed on the members website and easily accessible.

## **PROCEDURES**

### **Complaints Procedures**

**Refer to the Members, Disciplinary Procedures and Grievances for  
Firestation Print Studio, Appendix C**



# FIRESTATION PRINT STUDIO

## CODE OF CONDUCT

### Appendix B

#### INTRODUCTION

The Firestation Print Studio believes that all people should work in an environment free from bullying.

The Firestation Print Studio understands that workplace bullying is a threat to the health and wellbeing of its staff, members, volunteers and customers.

Accordingly, the Firestation Print studio is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.

#### PURPOSE

The purpose of this document is to communicate that the Firestation Print Studio does not tolerate any form of workplace bullying. Please refer to Appendix C for the current process which is to be followed should any instances of workplace bullying be reported.

#### DEFINITIONS

**“Bullying”** is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

**“Repeated behaviour”** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

**“Unreasonable behaviour”** is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person’s skill level

- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular workers or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels.

Workplace bullying can occur between members, from manager to members/workers, or members/workers to supervisors/manager.

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- deciding not to select a worker for promotion where a reasonable process is followed
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see Appendix C).

## **POLICY**

The Firestation Print Studio has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Refer to Appendix C for the full disciplinary and grievances procedures.

## **RESPONSIBILITIES**

It is the obligation and responsibility of every person to ensure that the workplace is free from bullying. The responsibility lies with every manager, members, employee and volunteer to ensure that bullying does not occur in the workplace.

All members/workers have:

- an entitlement to work in a safe and healthy workplace and to be treated with dignity and respect
- an entitlement to make a complaint in respect of any bullying behaviour
- a responsibility to take reasonable care for their own health and safety
- a responsibility to ensure they do not promote or engage in bullying and otherwise take reasonable care that their acts or omissions do not adversely affect the health and safety of other people

- a responsibility to co-operate and comply with this policy and any other relevant policy.

It is the responsibility of the Committee members to ensure that:

- they understand, and are committed to, the right of all employees, members and volunteers to attend work and perform their duties without fear of being bullied in any form
- all reasonable steps to eliminate bullying are made so far as is reasonably practicable
- all applicable occupational health and safety legislation is observed
- all employees, members and volunteers are regularly educated and made aware of their obligations and responsibilities in relation to providing a workplace free from bullying
- they provide an environment which discourages bullying, and set an example by their own behaviour
- all complaints are treated seriously and confidentially
- they are as far as practicable aware of whether bullying is occurring, whether complaints are received or not, relying on such indices as:
  - sudden increases in absenteeism
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## **PROCEDURES**

### **Complaints Procedures**

**Refer to the Members, Disciplinary Procedures and Grievances for  
Firestation Print Studio, Appendix C**

## CONSUMER AFFAIRS VICTORIA

### Associations Incorporation Reform Act 2012

#### Members, Disciplinary Procedures and Grievances for Firestation Print Studio

#### Appendix C

#### Division 2—Disciplinary action

#### 19 Grounds for taking disciplinary action

The Firestation Print Studio may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Firestation Print Studio; or
- (c) has engaged in conduct prejudicial to the Firestation Print Studio.

#### 20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) may be Committee members, members of the Firestation Print Studio or anyone else; but
  - (b) must not be biased against, or in favour of, the member concerned.

#### 21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the Firestation Print Studio proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 23.

- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **22 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Firestation Print Studio.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **23 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Firestation Print Studio under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each Committee member of the Firestation Print Studio who is entitled to vote as soon as practicable and must—
  - (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the Committee members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **24 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the Committee members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A Committee member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the Committee members voting at the meeting vote in favour of the decision.

### **Division 3—Grievance procedure**

## **25 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Firestation Print Studio.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

## **26 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

## **27 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or



- (ii) if the dispute is between a member and the Committee or the Firestation Print Studio—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Firestation Print Studio but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **28 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **29 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.