



**Australian Men's Shed Association**  
SHOULDER TO SHOULDER

**Harvey Men's Shed Inc.**

# An Induction Handbook For New Members



This document is an overview of rules, safety matters and other operational matters for our Shed.

Should you require further information or to read entire documents please visit our website - [www.....](http://www.....)

## **1. Welcome to the Men's Shed**

The Men's Shed Management Committee is pleased to welcome you as a member of The Men's Shed. We trust that throughout your participation, you will experience the enjoyment and satisfaction that is inherent with the achievement of the outcomes of our Men's Shed.

This handbook has been prepared to explain the requirements and responsibilities with being a member, the policies and procedures associated with the operation of the Men's Shed' and general information about the Shed.

Should you require further information or clarification, please do not hesitate to contact the Membership Officer, Men's Shed Health & Safety Officer or a member of Management Committee.

In whatever role you may be involved, we trust you will demonstrate your loyalty and commitment to the aims and objectives of the Men's Shed and, at all times, carry out your projects safely, readily and to the best of your ability. The Men's Shed Management Committee appreciates your involvement, support and contributions.

## **2. Purpose of the Men's Shed:**

- ✚ To provide a safe, supportive and friendly environment for people of all ages to gather, volunteer, work, teach, learn and seek fellowship with other like - minded people.
- ✚ To promote the mental, physical, emotional and economic well being of people in our community.

To achieve this we will:

- ✚ Maintain an open door policy and will not reject any person on the basis of race, sex, disability, religion or age. Certain restrictions may be placed on members due to Men's Shed Health & Safety/physical safety reasons or if a member needs the assistance of a carer (who must be provided by the member)
- ✚ Provide a safe physical environment
- ✚ Provide a safe and supportive social environment
- ✚ Provide information on other services or agencies when appropriate or requested
- ✚ Respect the rights and decisions of members
- ✚ Respect the confidentiality and privacy of members

## **3. The Work Environment in the Men's Shed**

- ✚ We will not tolerate abuse, bullying, violence, anti- social behaviour or infringements of the rights of others. Persons indulging in this type of behaviour may be asked to leave the Shed
- ✚ Members are expected to conduct themselves in a courteous manner towards the Management Committee and all members and other users of the Men's Shed-this includes being considerate of other persons need for space, tools, materials and equipment
- ✚ In the event of conflict, there is a formal procedure to follow and this is well documented in the Policies and Procedures Manual.
- ✚ The operations of the Shed are governed by a comprehensive range of policies and procedures and are contained within a Manual, a copy of which is available from the Management Committee.

## **4. Work Clothes**

All members are expected to come to the Shed dressed in suitable clothing that does not pose a safety risk.

This includes:

- ✚ Suitable enclosed footwear- thongs or open sandals are not appropriate
- ✚ Tough overalls or long leg washable trousers or sensible work shorts
- ✚ Comfortable shirt- long sleeves should either be buttoned at the wrist or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials
- ✚ Shirts should be tucked into trousers and there should be no loose clothing which could be caught in machinery- e.g. Cords of jackets etc
- ✚ A cap or net or other means to contain long hair or beards to ensure that it will not be caught in moving machinery.



## 5. Hygiene

Good personal hygiene will help reduce the risk of illness due to infections or contamination with hazardous substances that you may be exposed to.

- ✚ Ensure that you wash your hands before eating and drinking
- ✚ Keep up to date with Tetanus shots

## 6. Safety Rules of the Shed

### **Protective Personal Equipment**

Protective clothing and equipment (PPE) may be provided for your use. These should be used as instructed and kept clean and in good order. You must let the Shed manager/foreman know if PPE is damaged or is not available.

Appropriate safety equipment (PPE) ***must*** be worn when using tools, equipment and materials.

Examples of protective equipment to be used include:

- ✚ ear muffs or plugs where noise is a problem
- ✚ helmet for head protection (falling objects)
- ✚ Eye protection when grinding etc
- ✚ Dust mask when working with saws, grinders etc
- ✚ Goggles and special welding protective clothing in the workshop
- ✚ Good general work gloves should be worn when doing manual work
- ✚ Hairnets or caps to prevent hair tangling in machinery
- ✚ Protective clothing relevant to the job being done in the Shed



## 7. Safe Working Procedures

Before commencing any work, it is the responsibility of the member to ensure:

- ✚ There is a safe working area and that no hazards are being created for other personnel using the Men's Shed
- ✚ Walkways, fire escapes and fire equipment are not impeded
- ✚ Appropriate protective clothing and safety equipment is being used
- ✚ The tools and equipment intended to be used are safe and functional
- ✚ They are competent to use the tools and equipment for which they have been assessed
- ✚ Safety switches and guarding for machines and tools are functional and accessible
- ✚ While the Men's Shed is operated on democratic lines, for safety and operational management reasons, there will be a person in charge at all times, known as the Shed Manager, whose decisions and directions ***must*** be respected

- ✚ The Management Committee **must** approve all projects undertaken by the Men's Shed to ensure sufficient resources are available and Men's Shed Health and Safety requirements and engineering design criteria are met.



## 8. Machinery Operation

- ✚ Do not operate machinery unless guards and/or safety devices are in place
- ✚ If you are not familiar with a piece of equipment, read the operating instructions and seek help before using
- ✚ You must let the Shed manager/foreman know if you are having difficulty in using the equipment provided.
- ✚ Should any equipment or machinery become jammed or cease to function, the operator should NOT under ANY circumstances attempt to clear an obstruction or in any way attempt to fix a problem without first turning the machine off and rendering it safe
- ✚ Seek assistance and report the problems to the Manager/ Foreman or Committee member
- ✚ See the Manager/ Foreman or Committee member for keys to locked guards and covers
- ✚ All lifting equipment should be lowered to the ground when not in use
- ✚ PPE gear supplied must be used as appropriate to suit the activity being carried out
- ✚ Member's relatives or visitors are not to use any equipment unless authorized to do so by the Manager/ Foreman or Committee member in conjunction with the Project Officer and must remain under constant supervision by a competent adult.
- ✚ Periodically, all machinery and equipment will be checked and faults, if any, reported to Management Committee by way of Men's Shed Maintenance Sheets
- ✚ Any person, member or visitor deemed to be under the influence of drugs and alcohol will be asked to leave the premises without delay

### NOTE

- Due to the inherent risks imposed by use of machinery and /or chemicals, no activity involving their use will be sanctioned at the Men's Shed unless a minimum of two (2) people are present during their use.
- Before starting any machine, your daily check list must include a check of safety features. These include checking condition and guards.
- **DO NOT** leave any machine running while you move away to perform another task
- **STOP** the machine before walking away.



## 9. Machinery Maintenance

- ✚ You should report to the supervisor all malfunctions or conditions likely to affect the safety of the operation which cannot be repaired before operation. This includes guards that are damaged or where there are exposed moving parts of machines causing safety hazards.
- ✚ When you remove a guard to undertake machinery maintenance or to clear a blockage you must turn off machinery at the power outlet first. Replace the guard at completion of repairs or before restarting the machine.



## 10. *Being Ready For Emergencies*

- ✚ Always let someone know your planned location if leaving the workshop to work off-site
- ✚ Inform Committee member if you are on any medication or you have an illness that may affect your work
- ✚ Ensure you know the location of the First Aid Kit, Exits, Muster Points, Fire Extinguishers and Fire Blanket
- ✚ Emergency telephone numbers are displayed and located adjacent to the First Aid Kit



## 11. *Health & Safety Legislation*

Federal and State laws require that management provide a safe working environment and safe work systems.

In order to help us meet these obligations you are expected to advise management of any safety hazards or problems that you come across.

- ✚ The laws require that you must take care to ensure the health and safety of others who are on the premises including other workers, family or visitors
- ✚ You are required to co-operate with our health and safety program and comply with the requirements to protect your own safety and the safety of others
- ✚ The laws require that the safety of members, visitors and contractors who enter the Shed must have priority over all other considerations

***THE SAFETY OF THE PEOPLE IN OUR MEN'S SHED TAKES PRECEDENCE OVER ALL OTHER CONSIDERATIONS WITHOUT EXCEPTION-REMEMBER DUTY OF CARE.***

## 12. *General Information for Members*

### ***DAILY VISITS TO THE SHED***

- ✚ When you arrive at the Shed you should sign the Attendance Book and make the Manager/Committee member aware of your presence
- ✚ If you do not have an activity to carry on with he may be able to introduce you to a group or a project in which you may like to join
- ✚ Please note: should you feel at any time that your skills level is not adequate to the activity being undertaken you should bring this to the attention of the team. There will probably be plenty of competent members who can provide assistance and support
- ✚ Should you prefer instead to have a coffee/tea and a chat to others at the Men's Shed please feel free to do so- we would ask only that in the interests of safety that you do not interfere with any person operating machinery and that you do not take food and drink into the working area

### ***New Projects***

- ✚ If you have a new project that you would like to introduce to the Shed discuss it with the Project Officers or a member of the Management Committee.  
Have a Project Sheet drawn up for evaluation- include as many details as possible such as materials required, machinery needed, manpower to be used, when to start, time to complete and any other details which you feel may be relevant. The project will be reviewed by the committee and a decision made whether to go ahead or not.

- ✚ Do not begin a project without approval
- ✚ Please check before using consumables such as timber, nails, screws etc unless they have already been allocated to your project

### ***Finishing for the Day***

- ✚ When you are ready to leave for the day, please clean up the area in which you have been working.
- ✚ All rubbish should be put into the garbage bin, brush down any machinery you have used, sweep up sawdust or other cutting debris in the area and **PLEASE MAKE SURE THAT POWER TOOLS ARE TURNED OFF.**
- ✚ Hand tools should be taken back to their storage area
- ✚ Loose leads should be coiled and left on bench tops or designated storage area
- ✚ Chemicals e.g. paint thinners, should be taken back to the chemical storage area- please do not leave under benches.
- ✚ When you are satisfied that the area is being left in good condition, sign off in the attendance book.

## **13. Men's Shed Health & Safety Code of Conduct**

### **GENERAL**

- ✚ Follow and obey all instructions and safety signage for the Shed
- ✚ If in doubt, please ASK!
- ✚ Report immediately any practice that you think might cause damage to equipment or injuries to anyone in the Shed or any condition which you consider to be a hazard
- ✚ Whenever an accident or incident occurs, regardless of how minor, report and record it on the day of the occurrence in the Accident/Incident book provided.
- ✚ Use the correct tools and equipment for the activity being undertaken and use them as safely as possible
- ✚ Do not adjust, alter or repair equipment unless authorized to do so- equipment failures should be brought to the attention of the foreman, controller or member of the Management Committee without delay
- ✚ Use approved personal protection equipment (PPE) as necessary for the activity being undertaken
- ✚ Keep PPE correctly maintained and in good working condition
- ✚ Do not take unnecessary risks in the Men's Shed- avoid distracting others while they are working- horseplay will not be tolerated at any time in the Shed
- ✚ Use safe working practices for example when lifting or moving heavy objects- **ALWAYS GET HELP WITH HEAVY LOADS**
- ✚ Know the emergency procedures, location of fire extinguishers and their use.
- ✚ Maintain safe work practices and keep yourself and others safe.
- ✚ Handle all chemicals with care- read the labels and follow the instructions- **CHECK MATERIAL SAFETY DATA (MSD) SHEETS**
- ✚ Always look out for hazards and remember to remove them, guard against them and warn others about them

### **REMEMBER**

**ELIMINATE**

**ISOLATE**

**MINIMISE**

- |   |
|---|
| <ul style="list-style-type: none"> <li>✚ <b>KNOW WHO THE FIRST AID CERTIFICATE HOLDERS ARE</b></li> <li>✚ <b>KNOW WHERE THE FIRST AID KIT IS LOCATED</b></li> <li>✚ <b>KNOW WHERE THE MATERIALS SAFETY DATA SHEETS ARE KEPT</b></li> <li>✚ <b>GET FIRST AID PROMPTLY</b></li> </ul> |
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## **14. Men's Shed Code of Conduct**

The Code of Conduct is designed to focus you on particular values identified by the *Men's Shed* as central to its integrity. A separate copy is attached for your reference.

The Purpose of our Men's Shed is to:

- ✚ To provide a safe, supportive and friendly environment for people of all ages to gather, volunteer, work, teach, learn and seek fellowship with other like - minded people.
- ✚ To promote and address the mental, physical, emotional and economic well being of people in our community.

## **15. Other Information**





- ✚ Decide if you wish to become a member and inform the Membership Officer
- ✚ New members are required to supply relevant personal information, past and present medical information, inclusive of current disabilities and prescribed medication. This information is required to ensure the member's health and safety will not suffer from workshop activities.
- ✚ Induction/orientation into the Shed will be conducted for all new members by the Membership Officer/Committee member
- ✚ This will include Emergency Evacuation Procedure, First Aid Kit usage and location, amenities location, general Safety Procedures, Risk Management, day-to-day Operational Procedures and introduction to all personnel.
- ✚ An appropriate workplace assessment for competence will be conducted for all new members prior to operating/assisting to operate any Shed machinery or equipment.
- ✚ Toolbox meetings for all members will be held weekly/monthly. Attendance by all members is encouraged.
- ✚ Continued disregard for Shed Safety Rules and Procedures may result in exclusion from the Men's Shed.
- ✚ All members are entitled to a common right of respect as an individual.
- ✚ The Men's Shed Grievance Handling Procedure will address any breach of an individual's rights. However, any breach of the Shed rules may attract a period of suspension from the Shed until the grievance is resolved.

Again, we trust you will demonstrate your loyalty and commitment to the rules, ideals and goals of the Men's Shed and enjoy your membership with us.

Please refer to the Men's Shed Health and Safety Manual – Policies and Procedures for more detailed information.

This resource is also available on the AMSA website: [www.mensshed.org](http://www.mensshed.org)

## 16. MEMBER DECLARATION

-  I have read the Men's Shed Health and Safety Instructions, Code of Conduct and all other information contained in the 'Men's Shed New Member Induction Handbook'
-  I fully understand my responsibilities
-  I agree to abide by the Men's Shed Health & Safety Policy and Code of Conduct
-  I agree to do all that is required to ensure that the wellbeing, health and safety of all people in this Shed, whether a member or visitor, is protected

Signed (member) \_\_\_\_\_

Print: \_\_\_\_\_

Date \_\_\_\_\_

Witnessed \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

*For Membership Manager/Committee Member:*

Signed declaration 

Declaration filed 

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

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### **REMEMBER**

**ELIMINATE**

**ISOLATE**

**MINIMISE**

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- ✚ **KNOW WHERE THE FIRST AID KIT IS LOCATED**
- ✚ **KNOW WHERE THE MATERIALS SAFETY DATA SHEETS ARE KEPT**
- ✚ **GET FIRST AID PROMPTLY**

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## 16. MEMBER DECLARATION

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-  I fully understand my responsibilities
-  I agree to abide by the Men's Shed Health & Safety Policy and Code of Conduct
-  I agree to do all that is required to ensure that the wellbeing, health and safety of all people in this Shed, whether a member or visitor, is protected

Signed (member) \_\_\_\_\_

Print: \_\_\_\_\_

Date \_\_\_\_\_

Witnessed \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

*For Membership Manager/Committee Member:*

Signed declaration 

Declaration filed 

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_