

# Ku-ring-gai Community Workshop “The Shed”

Shoulder to Shoulder



# Ku-ring-gai Community Workshop

## From this



Our "Shed" at Howson Oval



# Ku-ring-gai Community Workshop

## To This



A



B



# Ku-ring-gai Community Workshop



Woodwork area



Welding Area



# Ku-ring-gai Community Workshop

## A mental health initiative



Founder Kevin Callinan OAM (L) presenting Kevin Jeffress with his Life Membership award for efforts in creating what we have today.

The facilities that we enjoy today are the result of the vision and commitment of members to look after the health and well being of others.

Let us tell you about them

# Ku-ring-gai Community Workshop

- The Shed structure and purpose
- Type of work done
- Description of Jobs and Responsibilities
- Shed opening times and meal breaks
- Out of hours enquiries



# Ku-ring-gai Community Workshop

Initially a men's mental health initiative



The Men's Shed movement was initially established to support men's mental health particularly in retirement through engagement in projects with other men.

# Ku-ring-gai Community Workshop

We were established as a Community Workshop



## A Community Workshop

The Ku-ring-gai Shed was established as a community workshop where both men and women are welcome.

A wide range of activities are enjoyed by all members.



# Ku-ring-gai Community Workshop

## Type of work and projects

- Woodworking – multiple benches and a range of machinery including tool sharpening
- Woodturning – several lathes and all the tools
- Welding – Oxy, MIG and TIG, MMA, Stick, Plasma
- General Engineering - lathes, milling and drilling machinery
- Picture Framing – a separate area with all the equipment

# Ku-ring-gai Community Workshop

## Type of work and projects

- Bushcare – a dedicated group looking after our surroundings
- Cooking Classes – meets monthly
- Art group – meets monthly
- Introductory training courses



# Ku-ring-gai Community Workshop

## Type of work and projects



From making violins to bush care

# Ku-ring-gai Community Workshop

## Type of work and projects



Our art class enjoying the outdoors



Enjoying our great Christmas lunch



# Ku-ring-gai Community Workshop

## How much personal work?

- The basic tenet is that of a community created to support men's mental health not as a production facility
- We like to see a range of participation by members with a balance of personal work, work for the Shed's requirements and work for community projects.
- Members are expected to devote a third of their time to Shed activities, a third to Community activities and the rest to their personal projects

# Ku-ring-gai Community Workshop

## Jobs and Responsibilities

- The Shed is managed by an elected committee with a President, Two Vice Presidents, Secretary and Treasurer, immediate Past President and five other members
- The daily operations are managed by volunteer workshop coordinators and certified first aiders
- Members volunteer for IT and membership management, equipment maintenance etc.
- Other members are leaders of the bushcare group, cooking and art classes



# Ku-ring-gai Community Workshop

## The Shed Opening hours

- The Shed is open from 10:00am to 2:30pm Monday to Thursday except public holidays
- We typically break at 10:45am for morning tea and again at 12:30pm for lunch

# Ku-ring-gai Community Workshop

## Wood Workshop Facilities

- 10 workbenches
  - 2 X 10 inch Table saws
  - Compound mitre cross slide saw.
  - 6 inch Jointer
  - Bandsaws
  - Planer Thicknesser
  - Finish sander Dual Drum
- Disc sander
  - Linisher sander
  - Disc Sander
  - Bobbin Sander
  - Mortising machine
  - Gifkins dovetail and box combing jigs
  - Router tables
  - Scroll saws

# Ku-ring-gai Community Workshop

## Wood Workshop Facilities



Ten Woodworking benches



The Woodworking Tool room

# Ku-ring-gai Community Workshop

## Wood Workshop Facilities

A range of power tools :

- Battery operated power drills
- Power drills
- Power Circular saws
- Powered Jigsaws

Powered sanders, orbital;  
random orbital; belt  
sanders

Biscuit jointers

Hand held routers

Air guns, finish nailers and  
staplers



# Ku-ring-gai Community Workshop

## Wood Workshop Facilities

### Woodturning Area

- Three wood turning lathes each with a range of woodturning chisels, gouges etc
- Specialised sharpening equipment
- 14 inch Band Saw

# Ku-ring-gai Community Workshop

## Woodturning Workshop Facilities



The woodturning area with multiple lathes

# Ku-ring-gai Community Workshop

## Workshop Dust Extraction Facilities

Dust and particle extraction has been automated for each machine.

Some have automated gating that activates as soon as the machine is powered on whilst others will only start when the power is turned on for the dust extraction.

# Ku-ring-gai Community Workshop

## Restricted use machinery

There are some items of equipment that have restricted usage and require the supervision of a coordinator.

These Include

- Gifkins Dovetail jigs
- Rotary Drum Sander
- Vertical Panel saw



# Ku-ring-gai Community Workshop

## Light Engineering

This area is equipped with:

- A range of engineering hand tools
- Grinders, wire brushes, linishers
- Drill press
- Metal lathes, milling machine
- Welders including MIG; MMA, TIG , Stick, Plasma
- Combined guillotine, press brake and roller

# Ku-ring-gai Community Workshop

## Light Engineering Facilities



Light Engineering Tool Room



Welding area

# Ku-ring-gai Community Workshop

## Policies and Procedures

- Drug and Alcohol Misuse
- Use of Telephone, Computer and Internet/WiFi
- Non Smoking Policy
- Members rules of behaviour



# Ku-ring-gai Community Workshop

## Drug and Alcohol Misuse

- Illicit drugs and Alcohol are strictly barred from the shed. Alcohol is permitted for social occasions only when machinery is not in operation
- This is a major safety issue and a member suspected of infringing will be required to leave immediately
- Drugs prescribed by a doctor for personal health reasons are permitted

# Ku-ring-gai Community Workshop

## Use of Telephone, computer and the Internet/WiFi

- Telephone use is permitted for local telephone calls only
- The desktop computer is available for the use of members. It has a good Internet connection for seeking information or watching tutorial videos
- The shed has both 2.4Ghz and 5Ghz wifi throughout. The password will be provided on request. Members are free to use it in a responsible manner.

# Ku-ring-gai Community Workshop

## Non Smoking Policy

- The Shed has a Non Smoking policy anywhere within the buildings.
- An area under cover has been set aside outside away from potential fire danger.
- Members must not smoke in the bush areas surrounding the facilities as it represents an unacceptable fire risk.



# Ku-ring-gai Community Workshop

## Members Rules of Behaviour

- Members are required to respect other members rights and interests at all times
- Members are required to abide by all the safety protocols that have been established

# Ku-ring-gai Community Workshop

## Key People and their Roles

- Committee
- Coordinators
- Supervisors and Group leaders
- Other members

# Ku-ring-gai Community Workshop

## Committee

There are 11 Committee members comprising:

- President
- Two Vice Presidents
- Immediate Past President
- Secretary
- Treasurer
- Five elected committee members



# Ku-ring-gai Community Workshop

## Coordinators

- Coordinators are all volunteers who keep the Shed safe and operational on a day-to-day basis
- There are 15 coordinators who cover both the woodworking area in Building A and the Engineering workshop in building B
- They are vitally important volunteers who must be respected and supported at all times

# Ku-ring-gai Community Workshop

## Supervisors and Group Leaders

- There are several supervisors and group leaders of special interest groups such as the Cooking, Art and Bush Care groups
- There are some more informal supervisory roles in the production of items such as bird and bee boxes which generate important revenue for the Shed
- There are also roles in key management, donation assessment and pick up.

# Ku-ring-gai Community Workshop

## Members

- Our members contribute in many ways by participation in Shed activities, maintenance and cleaning of the facilities, provision of morning teas and lunch and contribution to Shed and community projects.



# Ku-ring-gai Community Workshop

## Shed Facilities

- Car Parking
- Lunch and Morning Teas
- Outside tables
- Work areas, toolroom, machinery and equipment
- There are well maintained Council toilet and washroom facilities for Men and Women located near building A, outside the kitchen area

# Ku-ring-gai Community Workshop

## Car Parking

- Car parking is available on the southern end of the building.
- Access on the eastern side of the building is discouraged as this area is intended for use by members for outside activities and social interaction

# Ku-ring-gai Community Workshop

## Eating Facilities

- Kitchen – we have a substantial kitchen facility. Members are expected to maintain this daily in a clean and well organised manner
- Lunchroom – This area accommodates members for morning teas and lunches with an overflow capability on the tables on the eastern side of the building

# Ku-ring-gai Community Workshop

## Eating Facilities



Morning tea and lunchtime are really important parts of our day at the Shed.

Everything from personal welfare and projects to trips and future destinations is discussed



# Ku-ring-gai Community Workshop

## Wash and Toilet Facilities

- There are well maintained Council toilet and washroom facilities located close to building A outside the kitchen area.
- There are hand washing stations within both buildings

# Ku-ring-gai Community Workshop

## Use of Shed Materials

### **Materials for Projects:**

Materials for member's personal projects must be supplied by the member, or if utilising materials from the Shed's resources, an appropriate donation should be made to the Shed.

Usually the donation would be based on half the retail value of the material. The Coordinator of the day will provide the value assessment.

# Ku-ring-gai Community Workshop

## Use of Shed Materials

### **Materials for Projects:**

Small amounts of hardware (nails and screws etc.) are readily available to members. However, large requirements for personal projects is at the member's account.

Use of gas and welding equipment adds to replacement costs and to offset this, members using it are asked to make a donation. For a basic task, a \$2 donation is appropriate and more for more involved work.

# Ku-ring-gai Community Workshop

## Use of Shed Materials

### **Materials for Projects:**

The use of picture framing equipment under supervision is fine, but materials such as framing timber, mounts, glass, staples and tape are chargeable as per the published schedule, relative to the size of the frame.

### **Shed Working Aprons**

Heavy duty work aprons embroidered with Shed identification are available to all members at a cost of \$37.



# Ku-ring-gai Community Workshop

## Training

- Safe machine use
- Operation of machinery and tools
- Special features of equipment
- Accreditation
- First aid, fire safety and emergency procedures
- Handling risky substances

# Ku-ring-gai Community Workshop

## Training

- Members are encouraged to undertake training on the use of equipment
- The accreditation of members with regard to safe and proper use of equipment is a high priority and training is available on request.
- If a member is not accredited on a machine, they are only to use the machine after getting approval from a coordinator that they have set up the machine correctly and are able to use the machine safely

# Ku-ring-gai Community Workshop

## First Aid, Fire Safety and Emergency Procedures

- The Shed organises paid professional first aid training and accreditation on site once per year
- The Shed reimburses members who then volunteer as a regular First Aid officer
- As we are in a bushfire zone we have well established Fire Safety protocols and training sessions
- In an emergency the daily coordinator is the person in charge.

# Ku-ring-gai Community Workshop

## Handling risky substances

- The Shed maintains Product Safety Sheets for all risky substances that members may come into contact with.
- Members must check the relevant product safety sheet prior to use and must wear appropriate personal protective equipment appropriate to the activity. This could include safety glasses, ear protection, dust mask, face shield. A kit of basic PPE is available for purchase at the Shed



# Ku-ring-gai Community Workshop

## Safe Machine Use and Special Features

- It is critical that Members adhere to safe usage practices as defined in the accreditation procedures
- Some machines have special adaptations for use in the Shed and these must be understood prior to use
- Take the time to watch the safety videos and avoid injury
- The next slide show the results of table saw kickback. These injuries and damage were not incurred at the Shed. They do however show the results when safety is compromised

# Ku-ring-gai Community Workshop

## Safety



# Ku-ring-gai Community Workshop

## Shed Safety

- Consultation and Communication
- Incident Reporting
- Document location
- Roles and Responsibilities
- Reporting Risks and Faulty Equipment
- Safety of personal belongings

# Ku-ring-gai Community Workshop

## Consultation and Communication

- Members are encouraged to consult with the daily coordinator or another suitable member if they are unsure about the operation of a piece of equipment or run into a problem during usage
- Members are also encouraged to discourage or notify unsafe conduct by another member
- The safety of members is a first priority at all times



# Ku-ring-gai Community Workshop

## Incident Reporting

- It is vital that any safety or bad behaviour incidents are reported so action can be taken to ensure that issues do not recur. Incident reporting forms are available in the office area.
- A daily coordinator will assist you to access and complete the form
- This is also a substantial element of our Insurance Cover and those protocols must be adhered to for the benefit of Members

# Ku-ring-gai Community Workshop

## Security of Personal Items

- Members are discouraged from bringing in their own tools except for the purposes of repair or sharpening
- Each Member is responsible for the security of their personal belongings
- There are no lockers or safe storage areas for these items
- Members may not leave their projects overnight in the Shed unless for purposes such as glue drying AND the member will be attending the next day.

# Ku-ring-gai Community Workshop

## Shed safety Environment

- Emergency procedures, exits and extinguishers
- First Aid Facilities
- Information on workplace risks and controls
- Personal Protective Equipment
- MSDS - Material Safety Data Sheets
- Location of machine manuals
- Need for safe clothing and footwear

# Ku-ring-gai Community Workshop

## Emergency procedures, exits and extinguishers

- The emergency assembly area is outside the kitchen near the Men's toilet block
- In an emergency members should assemble there and not leave the area until they have been signed off
- There are fire extinguishers located in every area.
- Members are not to take undue risks to their own safety when extinguishing a fire

# Ku-ring-gai Community Workshop

## First aid facilities

- First aid supplies and a defibrillator (AED) are stored in the lunchroom
- The nominated first aid officer should be contacted immediately
- Any injury must be logged to comply with our insurance requirements
- Location details for 000 calls are displayed near the first aid station



# Ku-ring-gai Community Workshop

## Information on workplace risks and controls

- The AMSA-Complete-Mens-Shed-Health-Safety-Manual-January-2020-complete (103 pages) is included on the DVD
- Specific information related to our Shed is also included

# Ku-ring-gai Community Workshop

## Personal Protective Equipment

- Each member is required to provide their own Personal Protective Equipment (PPE)
- This includes
  - Suitable protective eyewear
  - Ear protection
  - Masks for use when in a dusty environment
- Eye protection must be worn at all times when operating machinery. Ear protection is highly recommended

# Ku-ring-gai Community Workshop

## MSDS - Material Safety Data Sheets

- MSDS - Material Safety Data Sheets are available for a wide range of substances that are considered a risk to Safety or Health
- The Shed has provided a large number of the most likely ones on the DVD

# Ku-ring-gai Community Workshop

## Machine instruction manuals

- Instruction manuals for most machines are stored in the office area. A daily coordinator will assist you in locating a required manual
- Many manuals are included in the accreditation section of the DVD

# Ku-ring-gai Community Workshop

## Safe Clothing and Footwear

- It is vital that members attend in safe clothing and robust footwear. Sandals, thongs and soft shoes are a risk factor that must be avoided.
- Do not wear ties, gloves or loose clothing. In general gloves are not recommended other than for very specific activities
- Footwear must be fully enclosed



# Ku-ring-gai Community Workshop

## Member's Data Records

- All information provided remains private
- Member's contact details are not published on the website or in written communications without prior consent
- Medical information provided is solely for ensuring the safety of members
- Emergency Contact details are noted on the back of the member's badge. Allergies and other risks can also be noted if desired

# Ku-ring-gai Community Workshop

Enjoy your time in The Shed

- Work Safely
- Ask the Workshop Coordinator or another 'competent machine operator' if you are not sure
- No one expects you to know everything
- Enjoy the company of others