



# Information for Members

The Ku-ring-gai Community Workshop “The Shed” Information for Members is designed to focus on the values identified by the Shed that are central to its integrity. Governance and legal issues are documented in the Shed Constitution.

## **Purpose of the Shed**

Our Shed is a community-based, non-profit, non-commercial organisation accessible to all men and women, providing a safe, friendly and healthy environment where members are able to work on meaningful projects and activities at their own pace in their own time in the company of other members. Assistance and training is provided for both safety and skills enhancement.

## **The goals of our Shed are:**

To provide a supportive environment for people of all ages to gather, volunteer, work, teach, learn and seek friendship with other like-minded people.

To promote and encourage 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 based on race, sex, disability, religion or age, although some special conditions may apply particularly if safety is a concern.
- Act in the best interests of the Shed and not pursue personal agendas.
- Provide a safe physical environment.
- Provide a supportive and social environment.
- Respect the rights and decisions of members.
- Respect the confidentiality and privacy of members.

We will not tolerate abuse, bullying, violence, anti-social behaviour or infringements of the rights of others. Members are expected to conduct themselves in a courteous manner towards Coordinators, Management Committee members, other members, key stakeholders and visitors to the Shed. Members are required to abide by all legal directives of the Management Committee and delegated officers.

## **All Members:**

- Must represent the Shed with integrity at all times particularly when undertaking activities as a Shed representative outside the Shed environment within the community.
- Should not engage in conduct likely to bring discredit to the Shed or bring the Men’s Shed movement into disrepute.
- Must treat other members, visitors and guests with respect and refrain from unacceptable language and behaviour.
- As a member of a Shed registered with the AMSA, members must abide by AMSA Membership By-Laws to ensure you do not put the Shed at risk. The highest standards of conduct are critical to the Men’s Shed’s success and image. Any person found to be in breach of this Code may face legal or disciplinary action.
- Members must not promote any political or religious views or practices within the Shed.
- Must abide by the Shed protocols.

# The Shed protocols:

## One Third

The “One Third” principle provides the underlying basis for our activities. Members are encouraged whenever possible to seek to devote 1/3 of their efforts to their personal projects, 1/3 to Shed projects and operational needs and 1/3 to community projects. This may involve committing to a specific task on a regular basis, participation in projects such as: bee box production; “Put Up Your Hand” activities; upgrading the facilities; or providing regular machinery maintenance. We are a community that helps each other and those in need of our assistance. Each of us can contribute in our own special way.

## Not for profit

The Shed is a not-for-profit organisation, and it may be illegal for members to make commercial gain or profit from their membership. You must seek approval from the committee if you intend to privately sell any product or project made with Shed materials, tools or expertise. If you need to promote something on your own behalf, you must not use the Shed’s name or incorrectly imply that the Shed may benefit in some way. If you are using the workshop to make products to sell for personal gain you may not be covered by the Shed’s personal accident insurance, which only covers specific volunteer activities. Shed resources are for all members, not for particular individuals.

## In case of emergency

- There is a first aid kit in the lunchroom.
- There is a defibrillator in the lunchroom.
- A nominated accredited First Aider will be present, and members should notify them and abide by their instructions.
- There are fire extinguishers in the lunchroom, kitchen and each workshop area.
- Evacuate immediately if asked and go to the assembly area. Do not leave the area without telling whoever is in charge.

## Attendance

As a member, you are welcome to visit the shed and use the facilities on any of the days the shed is open. You will need to register your attendance in the Sign-in Book and pay the day fee.

Normal hours of operation are 9:00am to 3:00 pm, Monday to Thursday. The time from 2.50pm to 3.00pm is dedicated to clean-up by all members, and all members are expected to participate in ensuring that our Shed is clean and tidy with tools appropriately stored ready for members the following day. Members are required to clean up the areas they have been using before leaving the Shed for the day.

Special interest groups such as Art and Cooking meet on selected Fridays. Courses, training and Accreditation training are also held on selected Fridays. The Shed is not available for other activities on those days, except with prior arrangement and detailed plans.

## Scheduled break periods

Members are required to cease all activities during morning tea and lunch periods. This is a safety requirement. No machinery or tools are to be used. Members are encouraged to mingle with other members at this time. This is a vital aspect of assistance with mental health. Workshop lighting will be turned off during these periods.

## Management Committee

The Shed is managed by a committee elected by the members at the Annual General Meeting. The Committee meets bimonthly on the second Tuesday at the Shed. As a Shed member, you are welcome to sit in on the meetings. Voting is limited to the elected committee members.

## The Woodwork and Metal Workshops

We work safely in a manner that protects and promotes the health and well-being of fellow members, visitors, volunteers and the broader community.

- Our insurance requires that at least two people must be present at the Shed for any member to operate machinery in the workshop, one of whom must be accredited for the machine that is to be used. You must never use the workshop or operate any machinery or power tools if you are the only person at the Shed or if an accredited First Aider is not on site. This is an important requirement of our insurance.
- You must always follow any instructions given by a workshop Coordinator.

- You must not operate any machines or power tools unless: you have been accredited for the purpose by a designated accreditor: or you are being directly supervised by an accredited member or Coordinator: or the Coordinator has determined you have sufficient skill to complete the task unsupervised.
- Use of Shed equipment off-site is restricted to Shed projects and borrowing is not permitted unless there are unique or very special circumstances. Any off-site use of equipment, should be recorded in the equipment borrowing book to indicate the item, member's name, phone contact and anticipated return. This should only occur after agreement of a Coordinator. A donation may be appropriate in such instances.
- Members can bring their own tools into the workshop however they must not be left at the Shed.
- You should wear clothing and footwear appropriate for a workshop. This means avoid loose-fitting clothing that could become caught in machinery. Wear fully enclosed shoes preferably capped boots.
- If you see a safety problem – fix it or report it to a day Coordinator. Do not feel inhibited to approach another member to inform them of a safer way to conduct their task. If you observe obvious and immediate danger, you are empowered to stop the work to discuss the safety concern.
- Members who are approached and informed of safer ways to work are to express their thanks for the concern.
- Do not talk to or distract people who are using workshop machines or power tools. Wait until they are finished. If it is urgent, wait until you can safely interrupt.
- Clean up after yourself. Leave the machine you are using in a clean and operational state for the next member to use. Assist in clean up at end of the day.
- Return tools used to their proper storage area and clean any machines, benches and work areas.
- Check and empty sawdust and dust bags and bins if needed. Correct PPE must be worn when doing so.
- Take your own projects away when you are not at the Shed. If special instances such as gluing or "finishing" require work to be left over night, the work should be labelled with your name, date and phone number to avoid it being discarded or otherwise utilised. It must be picked up the following morning unless it is being worked on.
- Benches are for working, not storing half-finished projects or materials.
- Report any faults, breakages or damage to the day Coordinator without delay. A no blame policy applies unless there has been deliberate damage or clearly inappropriate usage.

### **Accreditation Procedures**

When you are using power tools, equipment, and machinery, you must be Accredited or be under the direct supervision of a Coordinator or fully accredited person. If you wish to be accredited on a particular piece of equipment or machinery, discuss this with a rostered workshop Coordinator who will explain the process and steps for you to follow. Training courses are run from time to time to assist shedders to become more competent on a variety of tasks and in specialised skills. We also have a variety of resources in the form of magazines, books and videos on 'how to' make or undertake various projects or tasks. You will find that fellow shedders have a wealth of knowledge and experience that may assist and avoid any nasty experiences. Remember if in doubt, ask someone for advice and assistance as they are usually more than willing to help.

A full listing of all accreditation documents and relevant manuals is available on the Shed web site, the Desktop PC and it is also available on DVD.

### **Materials for Projects:**

Materials for member's own 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. 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 small donation is appropriate and more for more involved work.

### **Equipment repairs**

Members are asked not to attempt repairs especially on electrical tools or equipment unless they have recognised qualifications and expertise. Selected members undertake repairs and maintenance and should be notified if the need arises. Please notify Coordinators in such cases and do not undertake any repairs without Coordinator consultation.

### **Name Tags**

During your time at the Shed, you are asked to wear your name tag to help promote social interaction and help get to know each other. They show qualified first aiders, Coordinators, Committee members, Accreditations to independently use equipment, annual contribution (and hence insurance) currency and emergency contact details. Name tags are kept in the wall holder located in the lunchroom.

New name tags are provided in July each year after payment of annual subscriptions for the next financial year ending in June.

### **Incident Reporting**

Report incidents, near misses and problems.

It's important that incidents and near misses are treated seriously.

- Report any incident or near miss to the day Coordinator, or a committee member. They will determine if an incident report is needed.
- Take corrective action to prevent a repeat incident if this is feasible.
- If you find that equipment is broken or dangerous, make sure a suitable out-of-order tag is attached and that the Coordinator is informed.
- Under no circumstances must you remove an out-of-order tag and use equipment, without first making sure that repairs have been made (in which case the tag should be removed by the person making the repairs).

### **No Smoking**

AMSA requires that smoking is not permitted at any time in any section of the Men's Shed that breaches State Laws.

### **Drugs & Alcohol**

AMSA policy is that the illegal use of drugs is not permitted in the Men's Shed at any time and that legal amounts of alcohol is only consumed when no other 'work' activities are taking place that involve the use of power tools or equipment (sensible use of a BBQ is an exception).

### **Prescription Medication**

Members who need to take prescription medication are free to do so at the Shed. However, members need to be aware of any medication they are taking which may impact on their ability to work safely with tools and equipment.

### **Report Disabilities and Debilitating Injuries (Permanent & Temporary)**

Members are required to advise of any existing disabilities when registering as new members. The prime reason is to ensure that the health and safety of the member and others is preserved.

If a current member recovers from a disability, or suffers a disability, it needs to be reported so that the member's record is corrected and accurately reflects the current status prior to undertaking an activity that might compromise health & safety at the Shed.

### **Health and Hygiene**

Members will be asked to provide some personal information when they join. This is to ensure that member's specific health risks are known. This information might prove useful in the event of an emergency.

Operators are to wear Personal Protection Equipment (PPE) as established by the Shed Committee or authorised person.

Operators are also required to check the condition of tools and equipment prior to use and to comply with safety standards and signage.

### **First Aid**

In the event of an injury, the injured person may be in need of First Aid. Our Shed has a number of Members trained in First Aid. There is a First Aid officer assigned for each day of operation.

If no-one with training is available, then an Emergency Contact or, in their absence, a Medical Practitioner should be contacted by phone for assistance with treating an injury.

The rear face of the members name card will contain emergency contact details and any emergency alerts.

As our Shed has hot work (cooking and welding) we provide products to treat burns. The Shed routinely checks the kit and where necessary restocks with fresh supplies.

### **Sign-in Book**

Upon arrival each member is required to sign in on the attendance register and pay the prevailing daily attendance contribution. This is vital for insurance and safety purposes. Payment can be made in cash or by card/phone/watch.

### **Very High Fire Risk Days**

The Ku-ring-gai Council has advised that the Showground precinct will be closed on high rated extreme and catastrophic fire days. It is not all extreme fire days that the showground will be closed, only those days which have a Fire Danger Rating of 75+.

### **Evacuation Plans**

A person anywhere in the Men's Shed should be able to respond to an Emergency Alarm by quickly and safely exiting the building and moving to a safe area- the designated Muster Points.

### **Emergency Assembly (Muster) Point**

The Muster Point(s) for the Shed are posted on the notice board in the lunchroom. Following an Evacuation, a person in charge of operations will ensure that all people are accounted for by reference to the Sign-in Book, and notify the attending authorities accordingly. The member in charge of operations will be the sole spokesperson.

### **Safe Use of Chemicals**

- AMSA strongly recommends that Men's Shed avoid or minimise the exposure / use of harmful chemicals if possible. Chemicals that are stored at the Men's Shed need to be done in accordance with the supplier's instructions that are set out in a Material Safety Data Sheet (MSDS).
- Of particular importance is the safe use of the chemical, its storage and disposal of waste. All members, who use the chemical, need to follow the applicable instructions.
- All chemicals, where possible, need to have the packaging / labelling prominently displayed on the container to ensure that the chance of confusion about the contents is minimised.
- If a member has any doubts about a chemical, how to use it safely, store it or dispose of it, he needs to access the MSDS file to find the answer – if necessary, he should also ask another member if still unsure.
- The Shed has a flammable items store which contains a limited amount of paints and other items.

### **Electrical Safety and Tagging**

The Shed conducts a continuous process of testing and tagging all corded equipment and power extension leads. Members should immediately switch off at the power point any equipment that is suspect or is damaged. This must then be reported without delay to the Coordinator and a safety tag applied.

### **Installations**

All electrical work must be done by properly licensed people. All electrical work undertaken on-site is required to be carried out in compliance with the relevant statutory Acts and regulations.

### **Defective Equipment**

The Member in charge of operations has the authority to remove defective or dangerous equipment from use in the Men's Shed immediately without warning or notification. This applies to major defects and minor defects (e.g. poorly wired plugs and sockets with sheathing exposing internal wires). All defective equipment will be tagged 'Out of Service'

### **Working at Heights**

Before using a ladder, members should read the safe work procedure document- G5 Working at Heights and be assessed and accredited on their understanding of the protocols. Under no circumstance should members use stools, chairs or table tops to work above ground or reach for objects.

### **General Safety Rules for using equipment.**

- Only members who have been assessed & approved are permitted to use the power tools & equipment.
- Do not operate machines whilst under the influence of drugs, alcohol or medication.
- Wear approved eye & ear protection & when necessary, hair covers & dust mask
- Do not wear ties, loose gloves or loose clothing.
- Never start a machine before clearing away nearby objects
- Always use the guards & ensure they are correctly spaced from the cutter.
- Ensure there is enough space on the feed & exit sides for the work piece.
- Where applicable, ensure the Dust Extraction is "On" & functioning.
- Before starting, warn anyone using tools to prevent reaction to sudden noise.
- When switching "On" keep well clear of cutters.
- Let the machine get to full speed before contacting the work piece.
- Turn the machine "Off" when a job is jammed.
- When finished turn the machine "Off". Wait for the cutter/blade to stop before removing the work piece.
- Always turn "Off" at the machine NOT the wall switch to prevent unexpected starts if someone else inadvertently operates the wall switch.
- Clean up to keep the area safe.

If a machine does not seem to be functioning correctly:

- STOP
- Unplug the machine from power
- Put a 'Warning' notice on the machine
- Notify a Coordinator

**Notes on the dust extraction and fume extraction systems**

The dust extraction systems in the woodwork workshop are designed to ensure the maximum safety for members and visitors by removing fine dust particles (that could be inhaled) from the atmosphere. Note that large particles of saw dust are not an inhalation hazard and are vacuumed or swept up when an activity is completed. Equipment has been set up so that the machine will automatically activate the dust collection system when it is powered on. Members should not alter any switches. Consult a Coordinator if the dust extraction system does not activate. The creation of dust and particulates can constitute a health hazard for members. Note that an air quality monitor is installed in the woodwork workshop and the air quality is continuously displayed in the lunchroom.

The welding bay in the metal workshop has a fume extraction system. It is activated locally by the welder and the suction is manually positioned to extract fumes from the welding arc. The welding arc can create fumes, including metal fumes, ozone and nitrogen oxide, which are considered health hazards

**Breaches of the rules**

The Committee may for good and sufficient reasons warn or caution a member for minor breaches of the rules. A second warning /caution may result in the member being suspended.

The Committee may suspend a member's membership for up to six months for multiple breaches of the rules or for any reasonably serious breach of the rules.

The Committee may terminate the membership of a member for any major or serious breaches of the rules.

The procedures are documented in the Shed Constitution.