



'The Shed'

Inc.

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INFORMATION FOR MEMBERS

Welcome to the membership of the Ku-ring-gai Community Workshop "The Shed". The Management Committee and fellow members wish you enjoyment, camaraderie and a sense of achievement in your endeavours. Details contained in this letter are to assist your settling in and informing you of procedures.

Our Shed is a non-profit organisation and was established with a prime objective of addressing mens' physical and mental well-being. It provides a comprehensive range of facilities to work in wood, metal, picture framing, cooking, computing and other practical activities. It also provides presentations and programmes addressing mens' health issues and holds social functions such as regular barbeques. Notify a Coordinator or add your name to clipboard lists on the lunch table if you wish to participate in special activities such as picture framing, MIG welding training, cooking group and barbeques. We hope that you find our activities and facilities meet your needs.

Our Shed has been established through member contributions and community donations and has developed to a point where members are extremely proud of their "Shed". As a community facility, we also welcome women members.

Shed Availability Times:

Shed is usually available Mondays to Thursdays inclusive between 10 am and 3 pm. The Shed does not open on public holidays. Special pre-arranged activities such as cooking and picture framing may occur on Fridays. Your participation is entirely voluntary.

Working for others:

It is hoped that, as well as completing your own projects, you will take pride in our workshop and contribute further to its maintenance and development, and assist in our community projects. There is an understanding that, on a needs basis, approximately a third of your time at the Shed involves contributing to community projects, another third in Shed maintenance and development, and the remaining third in the satisfaction of producing your own projects.

Safety:

Your safety and that of fellow members and visitors is paramount and hence there are established practices you should follow. All members are responsible for safety and you must respond appropriately to assessed risks before undertaking any activity. You should know to wear substantial footwear in practical areas even if you are not directly involved in practical work. Your wearing of personal protection equipment (PPE) as appropriate is also expected.

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 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.

Unfortunately, we have had to key-lock some more sensitive equipment to help prevent misuse. Your utilisation of this equipment can be facilitated by contacting a Coordinator. Please ensure it is locked again after work is completed.

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.

Project Storage:

Personal projects should not be stored at the Shed as space is limited. 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 is members' collective responsibility to see that, at the completion of work, all tools and equipment are returned to their storage locations and work areas are left clean and tidy. Machine guards, attachments and accessories must be left in a safe condition and not left undone or lying around on other work areas.

Usage of Shed & Own Equipment:

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, such as the trailer, should be recorded in the daily attendance diary 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 are discouraged from bringing their own tools and equipment unless there are specific needs being addressed. Members are also asked not to attempt repairs on electrical tools or equipment unless they have recognised qualifications. Please notify Coordinators of the need for any tool maintenance or repairs and do not undertake any repairs without Coordinator consultation.

Name Tags and Annual Subscriptions:

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. It assists when communicating with others and engenders a sense of belonging. The name tags show important details to assist in recognition of expertise of each other. They show qualified first aiders, Coordinators, Accreditations to independently use equipment, annual contribution (and hence insurance) currency and emergency contact details. Name tags are usually kept in the drawer at the Shed to allow for updating.

New name tags are provided in July each year after payment of annual subscriptions for the next financial year ending in June. New members who join after February 28th are deemed financial for the following financial year as well. There is no joining fee.

Insurance:

New members need to ensure they have accessed the Voluntary Workers Insurance Product Disclosure Statement available at the Shed for non-email recipients or linked to this email for others. If accessing the Shed copy, please ensure you sign and date the list attached to it to indicate your having read it.

General:

For safety and social reasons, it is preferable that members all meet for morning tea and lunch unless there is a specific need otherwise, such as wishing to avoid weld flash of other members in the vicinity. There should always be at least two members within verbal contact during practical activities. After your use of lunch and kitchen facilities, they should be left in a clean and neat state.

Attending members are asked to contribute to Shed costs for each day's attendance. A collection box is kept in the lunch room for this purpose and members should sign-on in the attendance diary and indicate the designated payment of their daily contribution. Biscuits for morning tea, along with tea and coffee during the day are provided from these funds.

Your level of engagement at the Shed is entirely up to you, however, your enjoyment and satisfaction are likely to increase, the more you become involved. If at any time you feel at a "loose end", please approach a Coordinator to seek ways in which you can become more engaged.

We look forward to getting to know and assist you and once again welcome aboard. Enjoy!

Further information is available at:

- kushed.org.au
- www.mensshed.org/home
- www.nswmensshed.org/home/.aspx