

Mount Beauty & District Men's Shed

New Member Induction Checklist

(A committee member will have taken you through this process)

Explain Shed Purpose	Explain Shed Health & Safety
<input type="checkbox"/> We are concerned with <i>men's health and well being</i> . Men need to feel productive, contribute to their community and have fun doing it all in an atmosphere of mateship, camaraderie and fellowship (Handbook)*	<input type="checkbox"/> Consultative & communication processes (Shed has a H&S Officer & sub-committee which oversee H&S)
<input type="checkbox"/> Type of work done (personal projects, community projects & Shed improvement projects)	<input type="checkbox"/> Incident reporting procedures & form location (report all incidents to Shed Supervisor)
<input type="checkbox"/> Description of jobs & responsibilities (clean up, replace tools, rostered duties)	<input type="checkbox"/> Policy & Procedures (Handbook & Website)
<input type="checkbox"/> Usage Outside Opening Hours (Handbook)	<input type="checkbox"/> Roles & Responsibilities (Handbook)
	<input type="checkbox"/> Reporting hazards (to the Supervisor)
	<input type="checkbox"/> Shed security & alarm system
Explain policies & procedures	
<input type="checkbox"/> Sign IN & Sign OUT (Vol. Insurance requirement)	Show health & safety environment
<input type="checkbox"/> Drug & Alcohol misuse (Handbook)	<input type="checkbox"/> Emergency procedures, evacuation & alarm
<input type="checkbox"/> Use of telephone (local calls only)	<input type="checkbox"/> Location of fire extinguishers & exits
<input type="checkbox"/> Tool/Equipment Borrowing Register & location	<input type="checkbox"/> First Aid facilities – Kit & Register location
<input type="checkbox"/> Non smoking policy (Handbook)	<input type="checkbox"/> Safe use & storage of hazardous materials & substances (Storage Shed)
<input type="checkbox"/> Members rules of behaviour (Handbook)	<input type="checkbox"/> Safe use, storage & location of <i>personal protective equipment</i>
	<input type="checkbox"/> Machine Safety Use Sheets – their locations & members responsibility to comply with them
	<input type="checkbox"/> Need for safe clothing & footwear (Handbook)
Introduce key people & explain their roles	
<input type="checkbox"/> Shed Supervisor (we have more than one)	
<input type="checkbox"/> Committee members present at the time	
<input type="checkbox"/> Project Leaders present at the time	
	Record member's information
	<input type="checkbox"/> Membership Form (get them to fill in)
Show Shed facilities	<input type="checkbox"/> Existing <i>medical & physical</i> problems recorded on membership form so supervisor is aware
<input type="checkbox"/> Car parking	<input type="checkbox"/> Contact details for emergency use
<input type="checkbox"/> Kitchen & Recreation Room	<input type="checkbox"/> Shed Privacy Policy
<input type="checkbox"/> Change area (use disable toilet/shower area)	<input type="checkbox"/> Give them a Handbook
<input type="checkbox"/> Wash & Toilet facilities (stress hygiene)	
<input type="checkbox"/> Work areas, tools, machinery & equipment	
Explain our training & accreditation	
<input type="checkbox"/> Instruction on safe power tool/machine use & how member will be assessed (Workshop Panel)	
<input type="checkbox"/> Individual Records	
<input type="checkbox"/> Master Sheet displayed in the workshop	
*Refer member to – Handbook – for information	