

Mount Beauty & District Men's Shed

New Member Induction Checklist

(A committee member will take you through these areas of Shed operations)

<i>The Shed Purpose</i>	<i>Health and Safety</i>
<input type="checkbox"/> We are concerned with men's health and well-being. 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 and communication processes (Shed has a H&S Officer and sub-committee which oversee H&S)
<input type="checkbox"/> Type of work done (personal projects, community projects, paid client projects & Shed improvement projects)	<input type="checkbox"/> Incident reporting procedures and 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 and procedures (Handbook & Website)
<input type="checkbox"/> Usage Outside Opening Hours (Handbook)	<input type="checkbox"/> Roles and responsibilities (Handbook)
	<input type="checkbox"/> Reporting hazards (to the Supervisor)
	<input type="checkbox"/> Shed security and alarm system
<i>Policies and procedures</i>	
<input type="checkbox"/> Sign IN & Sign OUT (Vol. Insurance requirement)	<i>Health and safety environment</i>
<input type="checkbox"/> Drug & Alcohol misuse (Handbook)	<input type="checkbox"/> Emergency procedures, evacuation & alarm location.
<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 (Rec Room)	<input type="checkbox"/> First Aid facilities – Kit (workshop) & Register located in the Rec Room.
<input type="checkbox"/> Non-smoking policy (Handbook)	<input type="checkbox"/> Safe use & storage of hazardous materials & substances (Safety Cabinet & Storage Shed)
<input type="checkbox"/> Members rules of behaviour (Handbook)	<input type="checkbox"/> Safe use, storage & location of <i>personal protective equipment</i> (store in own locker)
	<input type="checkbox"/> Machine Safety Use Sheets – their locations & members' responsibility to comply with them
<i>Introduction to key people and their roles</i>	<input type="checkbox"/> Need for safe clothing and footwear (Handbook)
<input type="checkbox"/> Workshop Supervisor (we have more than one)	
<input type="checkbox"/> Committee members present at the time	
<input type="checkbox"/> Project Leaders present at the time	
	<i>Member information</i>
<i>Shed facilities</i>	<input type="checkbox"/> Membership Form (fill in)
<input type="checkbox"/> Car parking	<input type="checkbox"/> Existing <i>medical & physical</i> problems recorded on membership form so supervisor is aware
<input type="checkbox"/> Kitchen & Recreation Room	<input type="checkbox"/> Contact details for emergency use
<input type="checkbox"/> Change area (use the disabled toilet/shower area)	<input type="checkbox"/> Shed Privacy Policy
<input type="checkbox"/> Wash & Toilet facilities (stress hygiene)	<input type="checkbox"/> Induction Handbook
<input type="checkbox"/> Work areas, tools, machinery & equipment	
<i>Training & accreditation</i>	
<input type="checkbox"/> Instruction on safe power tool/machine use and competency assessment (Workshop Panel)	
<input type="checkbox"/> Individual Records in Yellow Folder (in workshop)	
<i>*Refer to the Handbook for ALL information</i>	