



Members' Induction Handbook

Name

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Policies & Procedures

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Incorporation Registration#: A0056978V **ABN#** 74 621 137 797

Welcome to the Mount Beauty & District Men's Shed

The Shed Committee is pleased to welcome you as a member. We trust that through your involvement you will feel productive, contribute to the community and have fun doing it all in an atmosphere of mateship, camaraderie and fellowship.

This *Handbook* explains the *policies and procedures* associated with the operation of the Shed. If you require further information or clarification, please do not hesitate to contact one of the Workshop Supervisors or a member of the committee.

In whatever role you may be involved, we trust you will commit to the aims and objectives of the Shed and at all times carry out your projects safely and cheerfully.

Your involvement, support and contribution by becoming a member and participating in the Shed's projects, activities and events is valued and appreciated.

History of the Shed

The Mount Beauty Men's Shed project was initiated by Alpine Health in October 2011 by the calling of a public meeting to gauge community support. 60 men attended, and after encouraging and supportive discussion, a steering committee was formed to move the project forward.

The committee's initial tasks were to get the organisation incorporated, apply for an ABN, open a bank account, visit the Bright and Myrtleford Men's Sheds, conduct fundraising and membership drive BBQ's, seek grant opportunities, investigate possible Shed sites and join the national body, the Australian Men's Shed Association, and the state body, the Victorian Men's Shed Association.

For two years the committee negotiated with the Alpine Shire for a possible Shed site next to the Mount Beauty Neighbourhood Centre. A lease was signed in May 2014 and construction started in June 2014. From November 2014 to December 2015 4,000 man-hours of voluntary labour have gone into outfitting the internals of the Shed. The Shed was opened to members on 12th January 2016 and officially opened on 19th February 2016 . A four year project.

Purpose of the Shed

- To support men's health and well-being. It aims to provide members of all ages with a safe and busy environment to improve their productivity, self worth, value to the community, connectivity to friends and purpose in their lives, all in an atmosphere of old-fashioned mateship. It is a place where men can share their skills and experiences, volunteer, work, teach, learn and seek fellowship with other like-minded people.
- To provide a place and a service for men to be physically and mentally active using the environment of the Shed and the many activities and projects it can provide.
- Work will centre around community projects, personal projects and Shed development projects.

To achieve this, we will

- Maintain an open door policy and will not reject any person on the basis of race, disability or religion. Certain restrictions may be placed on participation for physical safety reasons or if a participant needs the assistance of a carer who must be provided by the participant.
- Provide a safe physical environment.
- Provide a safe and supportive social environment
- Provide referrals to other services or agencies when appropriate or requested.
- Respect the rights and decisions of participants.
- Respect the confidentiality and privacy of participants.

The Work Environment

- As far as is reasonably practicable, we will provide and maintain a working environment that is without risks to health and safety. This involves:
 1. Providing and maintaining safe equipment and systems of work;
 2. Supervision in safe work practices
 3. Training as necessary and
 4. Adequate welfare services.
- Personal abuse, bullying, victimization, violence, anti-social behaviour, discrimination on any basis, or infringements of the rights of others will not be tolerated. Persons indulging in this type of behaviour will come under the notice of the committee and their discipline procedures.
- Smoking is not permitted at any time in any section of the Shed.
- The illegal use of drugs is not permitted in the Shed at any time. Legal amounts of alcohol can only be consumed when no other 'work' activities are taking place (sensible use of a BBQ and a Happy Hour is an exception).
- Participants are expected to conduct themselves in a courteous manner towards the Shed committee, members and other users of the Shed. This includes being considerate of another person's need for space, tools, materials and equipment.
- In the event of *conflicts, grievances or complaints* there is a formal procedure to follow which is found in the *Shed's Constitution* section 8 page 7 and the *Shed's Grievance Policy* (both on the Shed's website).

Safety Rules

- Members are expected to act in a responsible manner to ensure their own safety and the safety of others. Workplace safety is everyone's responsibility.
- Appropriate safety equipment (PPE*) must be worn when using tools, machinery and hazardous materials.
 - ***PPE** (*Personal Protective Equipment*) includes: protective clothing, helmets, goggles, masks and appropriate footwear.
- Participants must be assessed as competent to use power tools and equipment by a committee approved assessor (hand tools are exempt). Where necessary, training will be provided.

- The Shed must be kept in a clean and orderly condition at all times.
- Report and record all accidents, near misses, incidents and hazards.
- If an unsafe work practice is noticed, please bring it to the attention of the *Workshop Supervisor*.

Safety Policy

Operating in a safe and responsible manner is fundamental to the continued success and growth of the Men's Shed services throughout Australia.

We value our members and place the utmost importance on the safety of all persons working or visiting our Shed.

We are committed to:

1. Encouraging and supporting a culture whereby all members may identify, report, assess and control safety risks in their sheds.
2. Continuously improving our safety to reduce work-related injury, illness and harm.
3. The provision of induction training and briefings to ensure all members, subcontractors and visitors have the relevant skills and knowledge to understand risks and their safety obligations.
4. Compliance with all applicable laws, regulations, statutory obligations and other relevant requirements.
5. Ensuring we have the resources and skills necessary to effectively manage our identified safety risks.
6. Maintaining and improving a safety management system.
7. Consulting and communicating with our members about safety.
8. Providing information and documentation to assist with effective safety management."

Safe Working Procedures

Before commencing work, it is the responsibility of each member to ensure:

- There is a safe working area and that no hazards are being created for others using the Shed.
- Walkways, fire escapes and fire equipment are not impeded.
- Appropriate protective clothing and safety equipment is being used.
- The tools and equipment he intends to use are safe and functional.
- He is competent to use the tools and equipment for which he has been assessed.
- Safety switches and guards for machines and tools are functional and accessible.
- The project has been approved as appropriate by the *Workshop Supervisor*.

If any of the above criteria are not met, please do not start work

- A member is required to clean his work area and return tools to ensure that a safe and controlled environment remains for others.

Operational Rules

- To comply with duty of care obligations and maintain *Voluntary Workers Insurance* coverage members (including visitors) are required to sign in and out.
- Due to space constraints there may be a limit of one private job per person at any one time.
- Participants working on private jobs may be required to contribute towards the operating costs of the Shed i.e. materials and consumables, etc.
- While the Shed is operated on democratic lines, for safety and operational administration reasons, there will be a person in charge at all times, known as the *Workshop Supervisor*, whose decisions must be respected.
- The *Workshop Supervisor* must approve all projects undertaken to ensure sufficient resources are available and H&S requirements and engineering design criteria are met.
- Members can borrow tools/equipment but must check with the *Workshop Supervisor* and fill in the *Tools/Equipment Borrowing Register* in the Recreation Room.
- *Usage Outside Opening Hours* — Members may only use tools and machinery during scheduled hours. Any use of tools and machinery outside scheduled hours is subject to approval by the committee, and can only be for work on Shed Projects. At least two members must be present at all times.
- Visitors to the Shed are not permitted to use equipment.

Induction of members – the process

1. A potential member is issued with the *Induction Handbook* and given a *Membership Application Form*. He could be given a casual tour of the Shed.
2. When the prospective member decides he wishes to become a member he informs the *Workshop Supervisor* or a member of the Committee. He completes the application form, pays the fee and at this point may start or complete the induction process (see point 3 below).

Note — Members are *encouraged to supply personal information* relevant to protecting their health and safety when taking part in activities at the Shed. This information includes current physical limitations, ailments, prescribed medications, surgical appliances (such as a pacemaker) and the name and contact details of a person to contact in case of an emergency. Note: There is space on the member application form for this.

3. Induction into the Shed will be conducted for all participants by a committee member or the *Workshop Supervisor* using the checklist shown in **Appendix #1**. They will take you through all areas of Shed operations.

Other matters

1. Members can choose a suitable program or activity. This can take the form of a personal project, community project, Shed improvement project or just social interaction over a cup of tea or coffee. Attendance days and times are your choice. If working on a *team project*, as a courtesy to the project leader, please keep him informed of when you will be in attendance.
2. A general meeting and BBQ will be held monthly. All members are encouraged to attend.
3. Disregarding *Shed Safety Rules and Procedures* may result in the committee initiating discipline procedures.
4. All members are entitled to a common right of respect as an individual.
5. The Shed's *Grievance Handling Procedure* will address any breach of an individual's rights (refer to Work Environment dot point 6, page 3 above). However, any breach of the Shed rules may attract a period of suspension from the Shed until the grievance is resolved.

Again, we trust you will demonstrate your commitment to the rules, ideals and goals of the Shed.

For a comprehensive overview of the *Mount Beauty & District Men's Shed*, please visit our website <www.MountBeautyMensShed.org.au>.

To receive all future communications, members (with an email address) will need to subscribe to the website by entering your email address in the box on the Home Page and clicking 'Sign-Up'. You will then receive an email asking you to confirm the 'Sign-Up'.

The following **Health and Safety Policy Rules** and expanded **Policy** documents are to be found in a *Folder in the Recreation Room* and on the *Shed's Website*. It is the responsibility of members to view these.

1. Health and Safety Sub-Committee Policy
2. Health and Safety Documentation Policy
3. Risk Management Policy
4. Membership Application Form Policy
5. Induction Process and Members Induction Handbook Policy
6. Workshop Supervisor Policy
7. Workshop Panel Policy
8. First Aid Officer Policy
9. Kitchen and Recreation Room Policy
10. Ablution Block Officer Policy
11. Emergency Procedures and Evacuation Policy
12. Non-Members Policy
13. Non-Smoking Policy
14. Illicit Drug Policy
15. Alcohol Policy

Mount Beauty & District Men's Shed
New Member Induction Checklist

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

<i>The Shed Purpose</i>	<i>Health and Safety</i>
<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 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 & 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 and 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
<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
<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 (get them to 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"/> Issue an 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	
<input type="checkbox"/> Master Sheet displayed in the workshop	
<i>*Refer member to the Handbook for information</i>	