

Mount Beauty & District Men's Shed ✂

Opening All Hours Policy

Background

The Shed is only open twice weekly (Tuesday and Wednesday), from 9:30 am to 3:30 pm.

We have a great resource—the Shed and recreation room itself, equipment, machinery, and tools—but it needs to be *used more effectively* so members can access it at other times.

We can accommodate those who cannot visit on Tuesday or Wednesday by offering additional opening times. This could lead to a significant increase in our membership.

The Rules

1. Hours of operation

- a. Two standard weekly working days, i.e. Tuesday/Wednesday – from 9:30 am to 3:30 pm.
- b. Shed hours extend to Thursday through Monday, i.e. five extra days with access hours being 8:00 am to 8:00 pm. **Note** — these times would also extend to Tuesday/Wednesday.

2. Security

- a. *Door Lock* — one [generic code for all members](#) to use to gain access.
 - b. *Video Camera* — This would operate 24/7 and record anybody who enters the Shed. The committee could access the recordings (as required) to check who and when members entered.
 - c. *Signing-in-out* — The sign-in book must be filled in with the attendees' names and a short description of the project being worked on.
3. *Two adults* must always be in the Shed for safety and to comply with our insurance policy. *One must be a member*. The other (*can be a woman*) can be a non-member safety observer, but they must not use any machinery. The **exception** is that a committee member can be in the shed independently if doing administrative work.

4. Use of Equipment, Machinery and Tools

We have equipment, machinery, and tools requiring specific competencies to operate.

- a. Members are not to use any equipment, machinery, or tools unless they have been '**ticked off**' by a [workshop panel member](#) as having the competency to use them. **Note:** The list is on the large whiteboard in the workshop. This might mean the member needs to attend when the Shed is usually open and a [workshop panel member](#) is present so they can be assessed.

- b. It may be possible to arrange for a [workshop panel member](#) to attend at a time suitable for both members to do the assessment.

5. Refreshments

Tea, Coffee, and biscuits will always be available for members, as they are on the main work days.

6. Workspace clean up

- a. Members are responsible for *cleaning up their workspace* and leaving the Shed clean.
- b. All used tools are to be put away.
- c. Benches to be left clear of projects so others can use it.
- d. Store and label your project in an appropriate location so it will not interfere with others trying to work. Alternatively, take your project home.
- e. Before leaving, check that all lights, air conditioning/heating, and urn are off and all doors/windows are locked.

7. Safety

- a. Any accident or incident must be recorded in the *1st Aid/Incident Register* located next to the telephone and brought to the attention of a committee member.
- b. Must comply with all shed policies (listed on the website).

8. Communicating Policy to members

This will be done via a unique email and included in the Shed Torque newsletter.

*Policy ratified by Shed Committee
Monday 11th November 2024*