



SUBIACO MEN'S SHED

INDUCTION POLICY AND PROCEDURES

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**AUSTRALIAN
MEN'S SHED
ASSOCIATION**
Shoulder to Shoulder

Potential New Members

A potential new Member arriving at The Shed inquiring about membership will be welcomed by a member of the Committee; if he wishes to be shown our facilities, he will be required to sign the attendance register. The potential member will be shown our facilities, and it will be clearly explained to him our Induction processes, and that The Shed has a stringent set of Rules, centred mainly around safety and efficient Shed management, which rules all Members must abide by. If the Potential Member wishes to become a member, he will be provided with a Membership Application Form and provided with a link to The Shed's website so that he may later read those Rules, and subsequently complete the Membership Application Form if he so wishes.

New Member Application

The Shed will provide a fair and unbiased assessment of all new member applications.

All new membership applicants will be considered at the next available monthly Committee meeting. The applicant will be contacted within 7 days of that Committee Meeting to arrange a mutually convenient time to attend for his General Induction.

Induction Process

A member of the Committee will guide each applicant through the Induction Process before being allowed to work in The Shed.

Applicants are allowed to participate in Shed activities immediately after completion of the Induction Process, but with two exceptions:

1. No Member may use any piece of equipment until he has satisfactorily received the specific Induction for that item of equipment, and
2. after completion of the General Induction process, if the Committee Member feels there are good and sound reasons to believe that the applicant may be at risk of harm to himself or other Members, or may not be believed to be of good intent to the principles of The Shed, their activities may be restricted. If this restriction right is thought necessary the Committee Member must consult with a second Committee Member while making this judgment and both Members must be in agreement.

All such exceptions will be reported in detail by the Committee Member at the next monthly Committee meeting, or preferably with a special Committee Meeting to discuss the issues.

It is the responsibility of the Committee Member who conducted the General Induction to input new member information into the computer database and issue an ID Tag.

If the Applicant satisfactorily completes the General Induction he will be formally advised as soon as possible by the President or his nominee that they are henceforth a Member of The Shed.

GENERAL INDUCTION

Provide an overview of The Shed

1. Aims and objectives
2. Safety is paramount
3. Brief History
4. The Management Committee and the particular position holders
5. Daily activities
6. Hours of operation
7. Member meetings
8. Special activities that are held each month e.g., Sausage Sizzle
9. Activities undertaken outside The Shed such as fundraising and promotion
10. Conduct a full tour of The Shed both inside and out
11. No Smoking
12. No pets
13. Facilities in Quiet Room. Computing, Web, loan computers, Be Connected
14. Point out Emergency Exits, Muster Points, fire extinguishers, First Aid boxes, Defibrillator, Shed facilities.
15. Explain the location of all policies and procedures- website etc
16. Explain the Incidents/Accidents, First Aid and Emergency Procedures
17. Explain use of Defibrillator
18. If applicant possesses a First Aid Certificate get the details.
19. Explain the need to sign the attendance register
20. Undertake a skills audit
21. How to lift loads
22. 1PPE policy
23. Need to obey Shed Boss
24. Safe access to Mezzanine
25. Safe ladder use
26. Flammables
27. Dust extractors, minimizing etc
28. Tidy up work spaces
29. Work to be labelled. Timber not labelled available for use
30. Cost of wood.
31. Use of metal detector
32. Report equipment breakages
33. Introduce the new member to present participants and, if possible, place the new member with an existing experienced Shed member with similar interests or skills.
34. Ask that the applicant has read and understood the Shed Rules, and if so get him to sign the General Induction Form accordingly.
35. Get the applicant to complete the Health Advisory Form if he so chooses
36. Secure all completed forms and documents in the new Member's file.
37. Request that the President or his nominee issues the new Member's ID tag.

SPECIFIC INDUCTIONS



In order to use pieces of equipment safely and effectively there are a number of specific Induction procedures, which are to be found in other documents.