

**MEN'S SHED**

3A Mining Street, Bundamba

***IPSWICH MEN'S SHED INC***



***MEMBER'S  
INFORMATION  
HANDBOOK***



***Includes:***

- ***Day at the Shed***
- ***Duty of Care***
- ***Procedures***
- ***Rules***
- ***Safety Policy***
- ***Shed Details***



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***IPSWICH MEN'S SHED INC***

## **WELCOME TO THE IPSWICH MEN'S SHED**

We hope you find your time here enjoyable and rewarding.

The Ipswich Men's Shed is committed to providing and maintaining a friendly environment for all members and visitors.

The Duty of Care requires Members and Management to assist in identifying and rectifying any hazards

The Ipswich Men's Shed will provide training in the use of equipment as required.

The Ipswich Men's Shed expects all members and visitors to observe and practice methods to ensure that no action or inaction on their part causes harm or hazard to any other person.

# YOUR DAY AT THE SHED

- When you arrive at the shed you should sign the Attendance Book.
- If you do not have an activity to carry on with, a committee member may be able to introduce you to a group or a project that you may like to join.
- Please note: should you feel at any time that your skills level is not adequate to the activity being undertaken you should bring this to the attention of the project leader or committee member.





## **NEW PROJECT**

- If you have a new project that you would like to introduce to the shed, discuss it with a Project Sub-Committee member. Include in the discussion, as many details as possible such as materials required, machinery needed, manpower to be used, when to start, time to complete and any other details which you feel may be relevant. The project will be reviewed by the project committee member and advice given as how best to proceed.
- Do not begin a project without approval.
- Do not use steel, timber, and other materials etc unless they have first been allocated to your project. They might be already allocated somewhere else.

# **FINISHING FOR THE DAY**

- When you are ready to leave for the day, clean up the area in which you have been working.
- Any pieces of rubbish to be put into the garbage bin.
- Clean the tools and machinery you have used.
- Hand tools and power tools to be taken back to the store.
- Loose leads should be coiled and returned to the correct place
- Chemicals eg. paint thinners, should be taken back to the chemical storage area. Do not leave under benches.
- When you are satisfied that the area is being left in good condition, as you go, sign off in the attendance book
- Report immediately any practice which you think might cause damage to equipment or injuries to anyone in the shed or any condition which you consider to be a hazard.
- Whenever an accident or incident occurs, regardless of how minor, report and record it on the day of the occurrence in the Accident/Incident book provided.
- Do not take unnecessary risks in the workplace- avoid distracting others while they are working-
  - Always get help with heavy items or use mechanical lifting equipment.
  - Know the emergency procedures, location of fire extinguishers and their use.
  - Always look out for hazards and remember to remove them, guard against them and warn others about them

# 1. WORK CLOTHES

You are expected to come to the shed dressed in suitable clothing this includes:

- Suitable enclosed footwear- thongs or open sandals are not permitted
- Tough overalls or long leg washable trousers or sensible work shorts
- Comfortable shirt. If long sleeve shirt is worn, it should either be buttoned at the wrist or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials
- Shirts should be tucked into trousers and there should be no loose clothing which could be caught in machinery.
- Hairnets or caps to prevent hair tangling in machinery.
- Cap or other means to contain long hair such that it will not be caught in moving machinery.
- Protective clothing relevant to the job being done in the shed

# 2. HYGIENE

- Good personal hygiene will help reduce the risk of illness due to infections or contamination with hazardous substances that you may be exposed to.
- Ensure that you wash your hands before eating and drinking.
- Keep up to date with tetanus shots.



### **3. USE OF PROTECTIVE CLOTHING AND EQUIPMENT**

Some protective clothing and equipment is provided for your use. These must be used as appropriate and you must keep them clean and in good order. You must let a committee member know if protective equipment is damaged or is not available or if you are having difficulty in using the equipment provided.

Examples of protective equipment provided may include:

- Ear muffs or plugs to be used in noisy areas.
- Eye protection to be used where there are loose particles.
- Dust mask when working with dust creating activities.
- Welding mask and special welding protection for use in the welding bay.

### **4. TOOLS**

- Only use tools that you are competent with. If in doubt, ask for assistance.
- Use correct tools and equipment for the activity being undertaken.
- Do not adjust or repair tools unless competent to do so. Damaged or broken tools should be brought to the attention of a committee member.
- Tools belonging to the association must be cleaned and returned to their place of storage after use. Any in need of attention to be reported to a committee member.
- Any tools or equipment brought onto the association's premises or used in the association's activities shall be subjected to scrutiny by a committee member before use. Any

tools or equipment rejected must be removed from site immediately.

## **5. MACHINERY OPERATION**

- Do not operate machinery unless guards and/or safety devices are in place
- If you are not familiar with a piece of equipment, read the operating instructions and seek help before using.
- Members must leave machinery belonging to the association in the settings that they found it, clean, and either ready for next use or reported to a committee member as being in need of attention.
- Should any equipment or machinery become jammed or cease to function, the operator should not under any circumstances attempt to clear an obstruction or in any way attempt to fix a problem without first turning the machine off and rendering it safe. Report the problems to a committee member.
- See a committee member for keys to locked guards and covers.
- Lifting equipment must be lowered to the ground or secured when not in use.
- Do not leave any machine running while you move away to perform another task. Stop the machine before walking away.

## **6. MACHINERY MAINTENANCE**

- You should report to a committee member all malfunctions or conditions likely to affect the operation which cannot be repaired before operation. This includes guards that are damaged or where there are exposed moving parts of machines
- Whenever you remove a guard to undertake machinery maintenance or to clear a blockage you must turn off





## **7. CHEMICALS**

- Handle all chemicals with care.
- Only use chemicals you are competent with.
- Read the labels and follow the instructions.
- Check the Material safety Data Sheets for more information.
- Store all chemicals in the chemical storage area.
- Be aware of potential chemical storage issues. If in doubt, ask.

## **8. BEING READY FOR EMERGENCIES**

- Always let someone know your planned location if leaving the workshop to work away.
- Inform a committee member if you are on any medication or you have an illness that may affect your work.
- **A FIRST AID KIT IS PROVIDED**

## **9. CONSTITUTION AND DISPUTE RESOLUTION**

- A copy of The Constitution and dispute resolution policy is available to view on request from the Secretary.

# **IPSWICH MENS SHED RULES**

- DURING OPERATING HOURS, ENTRY IS RESTRICTED TO REGISTERED ADULT MEMBERS, POTENTIAL MEMBERS AND GUESTS ONLY
- VISITORS PREFERABLY BY PRIOR ARRANGEMENT OR AT THE DISCRETION OF THE ATTENDANT COMMITTEE MEMBERS-
- visitors must sign in
- ALCOHOL/DRUG FREE
- SMOKE FREE
- CLOSED FOOTWEAR AT ALL TIMES
- SUITABLE CLOTHING MUST BE WORN
- SAFETY SIGNS MUST BE OBSERVED
- All safety guards must remain on all machinery as per manufactures guidelines at all times.
- ALL EQUIPMENT REMAINS THE PROPERTY OF THE IPSWICH MENS SHED
- REMOVAL OF ANY EQUIPMENT MUST BE AT THE DISCRETION OF THE COMMITTEE
- THE COMMITTEE RESERVES THE RIGHT OF ENTRY AND EXPULSION
- OPERATION OF EQUIPMENT ONLY BY EXPERIENCED OPERATORS OR UNDER SUPERVISION UNTIL SUCH TIME AS THE OPERATOR IS CONSIDERED COMPETENT
- Members must respect the opinions of all members and refrain from derogatory remarks to any group or individual
- Annual fees are payable on completion of application and acceptance by the Committee
- Non financial members are not permitted to work in the shed as they are not covered by insurance
- Daily fees are payable at Smoko on each day of attendance
- Any spray painting must be done in a designated safety area and not indoors

**THESE RULES ARE PROVIDED BY THE COMMITTEE AND ARE FOR THE GOOD AND SAFETY OF ALL CONCERNED - RULES ARE SUBJECT TO CHANGE AS THE NEED ARISES.**

# **IPSWICH MEN'S SHED INC.**

## **SAFETY POLICY**

Welcome to the Ipswich Men's Shed Inc.

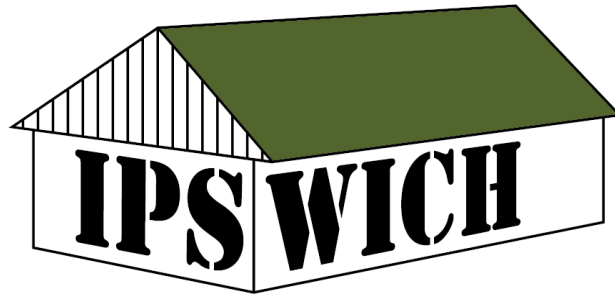
As with any work environment that involves the use of power tools or machines, personal safety to the operator and others is the prime concern. Therefore the following procedure has been implemented. Failure to comply with the following requirements will automatically disqualify you from using any such equipment within the confines of The Ipswich Men's Shed.

Procedure:

- Step 1. Complete your membership application form
- Step 2. Pay your annual fees
- Step 3. View the induction video
- Step 4. Read and verify (by signing) that you have read the safe operating procedures pertaining to all the machines
- Step 5. Complete the Accreditation Request Form that will permit you to operate your selected machines upon accreditation. Accreditation for each machine will be arranged at a time suitable to yourself and the accredited member. You can seek instruction from an accredited shed member on any machine you wish to learn to use before asking for accreditation.

***Only after you have been accredited can you use any of the tools or equipment within the shed. This includes any personal tools you may bring to the shed.***

***N.B. There are to be NO exemptions to these procedures regardless of previous work experience.***



**MEN'S SHED**

3A Mining Street, Bundamba

**3A MINING STREET  
BUNDAMBA**

**SHED PHONE**

**07 34365857**

**PRESIDENT**

**LAURIE CALDWELL**

**0422 584 567**

**WEB SITE**

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**[Open Tuesday, Thursday, Saturday 8-2pm](#)**