

ALBURY MENS SHED COFFEE CLUB INDUCTION FORM

Inductee Name	Signature	Date
Assessor Name	Signature	Date
Result	<input type="checkbox"/> Adequate	<input type="checkbox"/> More training required

Those undergoing Induction to the Albury Men's Shed are required to read the Members Induction Handbook (Version 1 – 2022) prior to answering the following questions. Note that these handbooks can be kept for further use/reference.

Induction Questions:-

1. Where are the First Aid Kit & the Debrilulator located?

- In the metal work workshop
- In the woodwork workshop
- In the morning tea area
- In the Kitchen

2. What is the primary purpose of the Albury Men's Shed?

- To support men's health & wellbeing
- To provide members of all ages with a safe and busy environment to improve their productivity, self worth and to provide purpose in their lives.all in an atmosphere of old-fashioned mateship
- To provide an atmosphere of old-fashioned mateship
- All of the above

3. What types of activities do we undertake in our Shed?

4. What types of behaviour will not be tolerated in our Shed?

- Personal abuse, bullying & violence
- Harassment & victimisation
- Discrimination on any basis, or infringements of the rights of others
- All of the above

5. In the event of a conflict, grievance or complaint, what must you do?

- Ignore the person and hope they will stop or go away
- Pack up and go home
- Retaliate verbally or physically
- Report the person to a Committee member

6. Explain the rules relating to smoking, alcohol and illicit drugs/substances?

7. What should you do in the event of an emergency relating to a serious medical incident?

- Nothing as you may not be a qualified First Aider
- Tell the person closest to you so its no longer your problem
- Ring Triple Zero immediately and advise the Committee member on duty that day
- Book a Doctor's appointment for the person

8. What should you do in the event of an emergency involving fire, toxic gas emissions, explosion or any other life threatening incident?

- (a) Shut down your machine and clean up
- (b) Pack up and go home
- (c) Follow the directions of the committee member on duty that day
- (d) Proceed to evacuation assembly area at the driveway entrance to the facility from Nowland Ave
- (e) a & b above
- (f) c & d above

9. If you have to evacuate via the rear of the building, what must you do?

- Use the bolt cutters located on the rear door to cut the padlock/chain on back gate
- Proceed to evacuation assembly area at driveway entrance to the facility from Nowland Ave
- Follow the directions of the Committee member on duty that day
- All of the above

10 What are the strict rules for dogs on site?

- There are no rules relating to bringing dogs to the Shed
- You can bring your dog, but you must not feed it bones or meat products whilst on site
- Dogs must be restrained by the owner at all times, or secured in the designated area
- Dogs are not allowed in the workshop at any time

11.What must you do when you first arrive at the Shed?

- Sign on in the book at the front desk
- Put on your Name Tag and wear it all times
- Put your \$2 into the money box (to assist general running of the Shed)
- All of the above

12.How many people MUST be present before any machinery can be used?

- None
- One
- Two
- Three or more

13.Describe the types of PPE that may be required to be worn in the work areas.

14.What must you do in relation to hazards, near misses, accidents & incidents.

15.What is the process to be undertaken if an unsafe work practice is observed?

- Ring WorkCover
- Laugh and shake your head
- Abuse the person verbally
- Stop the person and/or bring it to the attention of a Committee Member immediately

16.What benefits does the AMSA Insurance Policy provide you?

- (a) A free Junior Burger at Lavington McDonalds
- (b) Discount on your NSW Green Slip
- (c) Members are covered by Insurance through the Australian Men's Shed Association
- (d) Covers the Albury Men's Shed and other sheds Australia wide
- (e) c & d above

17.What do your annual fees cover?

- Your insurance
- The running of the shed
- Annual trip away for Committee Members
- Boat registration fees for President's cabin cruiser

18.There are 8 responsibilities defined in the Members Induction Handbook. Describe 4 of these below.
