

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 Debribulator 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.
