



# Albury Men's Shed

## MEMBER'S INDUCTION HANDBOOK

### Opening Times:

#### Summer

Monday, Tuesday, & Friday 8.00am – 11.30am

Wednesday 8.00am – 2.00pm

#### Winter

Monday, Tuesday, & Friday 9.00am – 12.00am

Wednesday 9.00am – 2.00pm

**NOTE:** The Shed closes over the Christmas period. Dates will be advised prior to closing by the Committee.

### Contact Information:

**Address:** 416 Nowland Ave Lavington NSW 2641

**Contact:** Les Parlane (President) 0408 691478

**Email:** Email: alburymensshed@outlook.com

**Incorporation Registration #:** INC1400750

**ABN #:** 44954763013

Version 1 - 2022

## 1.0 Welcome to the Albury Men's Shed

The Shed Committee is pleased to welcome you as a member. We trust that through your involvement with our Shed you will feel included, productive, and have fun in an atmosphere of mateship, camaraderie, and fellowship.

This Handbook explains the policies and procedures associated with the operation of the Shed, compliant with the Australian Men's Shed Association. **If you require further information or clarification, please do not hesitate to contact one of the members of the Committee.**

In whatever role you may be involved in, we trust you will commit to the aims and objectives of the Shed and at all times, carry out your involvement in activities, projects or events safely and cheerfully.

Your involvement, support and contribution by becoming a member is valued and appreciated.



## **2.0 History of the Albury Men's Shed**

Albury Men's Shed was formally known as Albury North Manual Activities Centre. The "MAC" as it was known was built by Albury North Rotary Club & commenced operations in 1978. It was the first of its kind in NSW. The idea of a "men's shed" was the brainchild of Jim De Kruiff who saw a similar set up in his old factory in Holland on a return trip to his homeland. The management of his old factory discovered that their employees were retiring at 65 & they were dead by 67. They set up a disused shed with old equipment & told retiring employees that if they wished to, they could get these machines working & make whatever they liked in the shed at the back of their factory. Some of their employees retired with pay on Friday & returned to work on their own projects on Monday, without pay.

Albury North Rotary Club physically built the building, using members who were bricklayers, builders, metalworkers, transport operators etc.

Since the "Shed" began operating in 1978, it has been run by The Albury North Rotary Club, Albury City Council & Aged Concern. In 2014 the Manual Activity Centre was handed over to the Manual Activity Centre Committee by Aged Concern & they became Incorporated in the same year. In 2016 we Joined the Australian Men's Shed Association (AMSA).

Albury Men's Shed has continued with the "MAC's" philosophy of having members making their own projects & carrying out small requests/repairs/projects for charities or members of the public. We do not believe in being in competition with businesses that earn their livelihood from providing similar services.

Albury Men's Shed has a wood assembly workshop, a wood machinery workshop, metalwork workshop, kitchen, meeting room & toilet facilities (abled and disabled). Full membership allows members to participate in all aspects of shed life.

A Coffee Club membership is also available for those who do not wish to use the wood &/or metalwork facilities. Also available in the meeting room is a TV set, DVD recorder/player, a table tennis table & a small pool table.

Occasionally on a Thursday, Guest Speakers are invited to give presentations on topics that the Committee think appropriate for members.

### 3.0 Purpose, aims and objectives of the Shed

- The primary purpose of the shed is **to support men's health and well-being by providing a facility and environment where members can be physically and mentally active.**
- It aims to provide members of all ages with a safe and busy environment to improve their productivity, self-worth, connectivity to friends, to value add to the community and to provide purpose in their lives, **all in an atmosphere of old-fashioned mateship.**
- It is a place where men can objectively **share** their skills and experiences, volunteer, work, teach, learn and seek fellowship with other like-minded people.
- Work will comprise of personal projects, Shed development projects, requested client repairs/projects, and various community projects.

### 4.0 The Shed Environment

- As far as is reasonably practicable, and in line with AMSA requirements, the Committee will endeavour to provide and maintain an environment that is without risks to health and safety. This involves:
  - Providing and maintaining safe equipment and safe systems of work.
  - Training and competency-based assessment of members on machinery and equipment.
  - Providing an inclusive and open atmosphere of mateship.
  - Providing adequate amenity and welfare services.



- Note that personal abuse, bullying, harassment, victimization, violence, anti-social behaviour, discrimination on any basis, or infringements of the rights of others will not be tolerated. Persons indulging in this type of behaviour should be reported to the Committee and will be dealt with through their discipline process.
- Participants are expected to conduct themselves in a courteous manner towards the Shed committee, members and other users of the Shed. This includes being considerate of another person's need for space, tools, materials and equipment.

- In the event of conflicts, grievances or complaints, these should be reported to the Committee ASAP.
- Smoking is not permitted at any time in any section of the Shed.
- The use of illicit drugs and/or substances is not permitted in the Shed at any time.
- Alcohol can only be consumed when no other 'work' activities are taking place such as at a BBQ, or special function, as communicated by the Committee.
- In the event of an emergency involving a serious medical incident, ring Triple Zero immediately and advise the committee member on duty that day.
- In the event of an emergency involving fire, toxic gas emissions, explosion or any other life threatening incident, all members must follow the directions of the committee member on duty that day. The evacuation assembly area is the driveway entrance to the facility from Nowland Ave. Note that if you must evacuate via the rear of the building, bolt cutters are located on the rear door to allow cutting of the padlock/chain on back gate.
- It is the responsibility of all members to advise of any medical conditions and/or disabilities that may affect their ability to safely use equipment and/or participate in activities, initially at induction, and as any may occur ongoing.
- In relation to animals and specifically dogs, any dog brought on site must be restrained at all times by the owner, or secured in the designated area (eastern side exit door in meeting room). **NO DOGS ALLOWED IN WORKSHOP AT ANY TIME.**

## 5.0 Safety Rules

1. Wear your Name Tag at all times.
2. Sign on in book at front door so the Committee member on duty knows who is present in case of an emergency (also remember to put \$2.00 in the collections box for morning tea, preferably not in 5 cent pieces 😊).
3. TWO members must be present before any machines can be used.
4. If any problems arise, ask a Committee member for clarification (indicated on tame tags).
5. Pigeon holes are available if required with names on them for storage of PPE (Personal Protective Equipment). Ask a Committee member if you would like to adopt one.
6. PPE i.e. face masks, eye protection, ear protection & solid, enclosed leather shoes must be worn in the machine shop as required when using equipment.
7. **NO EQUIPMENT IS TO BE USED BY A MEMBER UNTIL YOU HAVE PARTICIPATED IN AND COMPLETED THE MACHINE SPECIFIC SAFETY INSTRUCTION AND ASSOCIATED TEST.**
8. Be aware of others working around you and proximity of other machines/work areas.

### **Specific to Woodwork Machines**

9. There must be 2 people (one operator & one tailer outer) when using the following machines. Ask someone to assist. This can only be carried out after user has completed safety instruction.
- a) Table Saws.
  - b) Drum Sander.
  - c) 17 inch Bandsaw. (Large).
10. The following machines can be used by one person after completing machine safety instruction.
- a) Small Bandsaw.
  - b) Thicknessers.
  - c) Compound Mitre Saw.
  - d) Disc Sander.
  - e) Linisher.
  - f) Jointer.
  - g) Wood Lathe.
  - h) Oscillating cylindrical sander.
  - i) Drill Press.
  - j) Mortising Machine.
  - k) Scroll Saw.



### **Specific to Metalwork Machines**

11. The following machines may be used following the completing of the machine safety instruction programme.
- a) Mig Welder.
  - b) Metalwork Lathe.
  - c) Drill Press.
  - d) Magna Bender.
  - e) Pan Brake Bender.
  - f) Vertical Drill Mill.
  - g) Shaper Machine.
  - h) Bench Grinder & Linisher.
  - i) Horizontal Bandsaw.
  - j) Vertical Bandsaw.



### **NOTE**

- Please **Clean** machines after use as wood and metal shavings, dust & offcuts are a Safety Hazard.
- Report and record all hazards, near misses, accidents, and incidents.
- The 1st Aid Kit and Register is kept in the Kitchen in cupboard on wall opposite the Kitchen entry door.
- Note that the Defibrillator is kept next to the First Aid Kit.
- If an unsafe work practice is noticed, please bring it to the attention of a Committee Member immediately.



## 6.0 Insurance

Members are covered by Insurance through the Australian Men's Shed Association. This not only covers the Albury Men's Shed, but also where members visit other sheds Australia wide.

## 7.0 Fees

- Members are required to pay an annual fee to cover the costs of running the Shed, payable by the middle of February each year.
- The cost of fees are set by the Committee and are posted on the Notice Board.
- Members who use the workshops are required to pay a full subscription.
- Members of the "Coffee Club" who don't participate in practical projects but only visit the shed for coffee & socialising, pay a reduced fee.
- For both these groups, the annual fee covers insurance.
- A further cost of \$2.00 is required each day on entry to cover consumables and morning tea. All members must pay this fee.
- As an appreciation of service to the Albury Men's Shed, Life Members are exempt from all fees.

## 8.0 Member responsibilities

- Follow the Safety Rules as defined in section 5.0 of this document.
- All members are to supply their own personal safety equipment.
- Members are required to sign in each day, pay \$2.00 & wear the supplied **Name Tags**.
- Members must undertake **Safety Training & Assessment** before using any machine, & must follow the documented Safe Work Procedures at all times when using machinery/equipment.
- PPE i.e. face masks, eye protection, ear protection & solid, enclosed leather shoes must be worn in the machine shop as required when using equipment.
- Members are responsible for cleaning their area of work. (including benches & power tools used).
- When finished with tools (both hand & power tools) return them to their correct place.
- Conduct themselves in a courteous manner towards the Shed committee, members and other users of the Shed. This includes being considerate of another person's need for space, tools, materials and equipment.

## 9.0 Member benefits

- The use of shed owned hand tools in the workshop areas.
- The use of shed owned power tools (on completion of safety training and assessment).
- Members are free to make their own projects. Most projects will require materials to be supplied by the individual member, however the use of materials that have been donated to the Men's Shed may be used. These materials are stored in the Storeroom or in the outside metal racks. A donation for the materials is required. Note that prices reflect the effort other members have made in obtaining and/or supplying these materials. **You must talk to a Committee member prior to selecting and/or removing these materials.**
- Assistance can be provided to perform a task or use a machine, ask a Committee member to provide assistance. Committee members can be identified via their name tags.
- BBQ lunches & outings will be organised from time to time which will be partly sponsored by the Shed.
- Guest Speakers from time to time give presentations on topics that the Committee think appropriate for members.
- Access in the meeting room to a TV set, DVD recorder/player, a table tennis table & a small pool table.



NOTES: