

# **EAST MALVERN MENS SHED**

**Members Induction  
And  
Acceptance Agreement**

**2022**

## ***East Malvern Men's Shed***

### **Preface**

**Vision** At East Malvern Men's Shed we exist to:-

**Provide a friendly and healthy environment for men.**

### **Values**

**At East Malvern Men's Shed we value:-**

Membership	Contribution	Meeting Individual Needs
Camaraderie	Sharing of ideas	Effective communication
Being a second home	Respect	Equal opportunity for all members
Feeling valued & wanted	Making a good first impression	Learning

### **OHS Responsibilities**

One of the major objectives of the Shed is to ensure, as far as is practicable, , members, visitors, employees and the community do not suffer injuries or illnesses as a result of activities of or at the Shed.

It is important every person act in a responsible manner to ensure their own safety and the safety of others.

## **Purpose of the Induction and Acceptance Agreement**

A responsibility of all members of the Shed, new or existing is that they **must** participate in and complete the Shed's induction program.

Therefore all new members **must** be inducted prior to undertaking any activity within the Shed.

The purpose of induction is to:-

- Provide information and advice about the operation of the Shed.
- Inform all members of their obligations and responsibilities under OHS whilst in and around the Shed. and;
- Ensure that the Shed's coordinator is satisfied that all members have a thorough level of understanding about the operation of the Shed.
- Require all members to participate in the induction program every 2 years from their first date of induction.
- Keep a record of a members induction details such as their name and date of induction.

## **Duties of the coordinator**

The Coordinator must, so far as is reasonably practicable, provide and maintain for its members and  
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visitors a working environment that is without risks to health and safety.

These include:-

- Providing and maintaining safe equipment and systems of work.
- Providing supervision to members to ensure they are aware of the dangers in the tasks they undertake and to enable them to work safely and without risk to health, and if necessary implement appropriate precautions.
- Identifying where additional training may be required by members for specific use of workshop equipment, so the nominated trainer can evaluate competencies and provide training where necessary.
- Ensuring all training is recorded and updated as appropriate.
- Providing adequate welfare facilities.
- To determine safe operating guidelines, set policy and to ensure effective implementation of policy is applied.

### **Duties of Members & Visitors**

Individual members whilst within the Shed and garden area are required to take responsibility for health and safety in all activities under their control by:-

- Taking reasonable care for their own health and safety.
- Taking reasonable care for any visitor's health and safety.
- Taking reasonable care for the health and safety of persons who may be affected by their actions or omissions at the Shed.
- Co-operating with the elected coordinator of the Shed.
- Complying with requirements imposed by or under OHS.
- Reporting all accidents, incidents and hazards to the person in charge of the shed that day.

### **Sign In / Sign Out**

To comply with duty of care obligations and maintain insurance coverage, it is important that Shed members and visitors advise of their movements "within the Shed.

Everybody entering the Shed must "**sign-in**" on the attendance sheet provided, pay their daily attendance fee and "**sign out**" at the time of final departure for the day.

When attending the Shed, members and visitors must report to the 'person in charge' of the Shed before undertaking any task in the facility.

Prior to leaving the Shed each member is required to clean their work area to ensure that a safe and controlled environment remains for others.

### **Shed Inspections**

As part of the Shed's duty of care requirements under OHS, the shed coordinator will carry out periodic Shed inspections within and around the Shed to ensure a safe, healthy environment - one that is without risk for the Shed's members and/or visitors.

Incorrect behaviour identified or failure to work in a safe manner may result in a member's opportunity to participate in Shed activities' being suspended by the shed coordinator.

## **Fire / Emergency Procedures**

Members/Visitors in the Shed building, or area, in an emergency **must** follow emergency arrangements and instructions as displayed at the entrance, within the Shed and/or directions of the **Fire Warden** or shed coordinator

The **Fire Warden** or shed coordinator.

## Fire Equipment

The Shed has the following fire extinguishers located within the building, including a fire blanket in the kitchen area. These items will be pointed out to you during the induction walk around.



<b>Water Type:</b>	<b>NOT</b> to be used on electrical equipment
<b>Powder Type:</b>	For use on electrical combustion fires

## First Aid

A list of qualified first aiders is on the **Notice Board** located at the entrance to the Shed.

When the Shed is open for use, there shall be in attendance a person or persons suitably trained with level 2 first aid qualifications.

A **First Aid Kit** and a **Defibrillator** is located in the shed. These items will be pointed out to you during the induction walk around. .



## Medical Emergencies

If a medical emergency is observed you must:

- Advise the shed coordinator shed Coordinator or the **First Aider** on site who will determine the appropriate course of action.
- Dial 000 if an ambulance is required.
- Follow instructions from shed coordinator or the **First Aider**.

## Fire and Evacuation Drill

The shed coordinator has legal responsibility to ensure that fire drills (practice evacuations) are undertaken at regular intervals relating to:-

- Fire.
- Flooding.
- Bomb threats.
- Building Collapse.
- Spills.
- Contamination

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As such, unannounced fire and evacuation drills will be conducted a number of times during the year by the **Fire Warden** to establish the effectiveness of the Shed fire and evacuation procedures.

It is therefore **mandatory** for all members and other persons who are in the Shed and present during a fire drill to participate in the drill and cooperate fully with the evacuation procedures.

The **Fire Warden** will direct and guide you to the nearest or safest exit.

### **Building Evacuation**

It is your responsibility to familiarise yourself with the "**Emergency Evacuation Plan**", located at the entrance to the Shed outlining the steps to be taken in the event of an evacuation.

The **Fire Warden** or shed coordinator will direct and guide you to the nearest exit.

**Do not re-enter** the building until given permission. Advise emergency personnel prior to leaving the area.

### **Behaviour at the Shed**

#### **Anti-Social Behaviour**

All attendees of the Shed have the right to a safe, healthy and non-threatening environment free from harassment, victimisation, bullying, anti-social behaviour, and discrimination on any basis.

Employees, volunteers, members or visitors to the Shed shall not:-

- Place at risk their own or any other person's health or safety or behave in a threatening or intimidating manner.
- Harass or discriminate against anyone on any basis, including that of disability.
- Act in any way that can be construed as bullying, this may include open aggression, shouting obscenities, public and private humiliation or over-ruling authority.
- Unwelcome behaviour of a sexual nature including subjecting a person to an act of physical intimacy, written or verbal remarks, a gesture, displaying offensive materials act or comment with sexual connotations made about a person in their presence.

#### **Smoking**

Smoking is not permitted in any part of the Shed's building.

#### **Alcohol**

Alcohol is not permitted to be consumed in any part of the Shed's building.

#### **Medication or Social Drugs**

Consumption of any substance that can cause impairment of mental or physical capabilities cannot be permitted in the Shed environment.

This especially applies where the use of equipment is concerned.

Members need to adhere to this requirement to ensure a safe, healthy environment and one that is without risk for the Shed's members and/or visitors.

## **Safe Working Practices**

### **Workshop Safety**

Members are reminded that some general safety practices can prevent many minor accidents as well as potentially serious slips or falls, these include:-

- Keep floors and work surfaces clean
- Keep doors and passageways clear for safe and easy access
- Use the right tool for the job
- Check tools and equipment before use. If they appear faulty, do not use them. Tag them and report the fault to the person in charge or nominated person
- Know the purpose of each tool, and use it for that purpose only
- Wear appropriate protective equipment
- Keep pathways clear of obstructions
- Do not overload power points
- Do not run extension cords where they could become a tripping hazard.

Members should ensure that they have a safe path of exit. If working alone it is a good idea to let other members know of your presence elsewhere in the Shed.

Members **must** wear appropriate personal protective equipment when using machinery or welding or cutting in either the woodworking area or the metalworking area.

### **Office Safety**

Members are reminded when entering the office environment that there are potential hazards.

Again, simple precautions can prevent accident and injuries. These may include:-

- Use an appropriate step ladder to reach high objects.
- Do not stand on chairs or desks.
- Ensure your seat can be adjusted to the appropriate position in relation to your workstation and provides the necessary back support and stability.

### **Public Safety**

Members are reminded when performing work around the Shed it is important that members consider not only their own personal safety, but also that of the other members, staff or visitors that may be nearby.

Non inducted persons should either be properly protected within the Shed and **MUST** be accompanied by a suitably qualified or competent member who has been inducted, or be excluded from the Shed.

Whenever work is undertaken, such as the community garden area necessary barricading must be erected to ensure that any perceived danger is managed.

### **Noise Exposure**

Members are reminded that exposure to continuous loud and moderately loud noise can temporarily or permanently deafen you.

Again, simple precautions can prevent exposure to continuous loud and moderately loud noise. These may include:-

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- Always wear earmuffs or earplugs if you believe there is any danger of hearing impairment.
- Obey warning signs to keep away from noisy operations. Take regular breaks when working in noisy environments or when using noisy plant or equipment.

### **Manual Handling**

Members are reminded that lifting, lowering, carrying, pulling, holding or restraining can bring about manual handling related injuries and these constitute the most common causes of workplace injury.

Again, simple precautions can prevent manual handling injuries. These may include:-

- Manual handling includes repetitive tasks such as typing, packing, cleaning and sorting, using hand tools and operating machinery and equipment.
- Generally, an individual adult should not lift, lower or carry any object weighing in excess of 15 kgs without mechanical or other assistance.
- Eliminate or reduce risks of manual handling injuries by implementing necessary control measures.
- When lifting, plan the lift, get help or use a mechanical device. Always follow correct manual handling techniques.

### **Lock Out / Tag Out**

Members are reminded that in the event the equipment you are using is malfunctioning, or if you notice an issue you are required to **immediately** to report this to any of the following:-

- **Shed coordinator**
- **OHS officer**

One of these will assess the problem and where necessary apply a lock out tag to isolate any electrical, mechanical or hydraulic issue or, if the safety of the member or anyone else is at risk.

**NOTE:** - The only person, who can remove a tag, is the person who originally placed it there.

### **Working With Tools**

Members are reminded that using hand tools does not require any sort of qualification, but they can be dangerous if misused or are faulty.

Again, simple precautions can prevent injuries. These may include:-

- Be aware of hazards such as nip/shear points, vibration, noise, electrical, manual handling and overuse injury.
- Read the Operators Manual or any other documentation before use or seek training before using any new tool.
- Use the tool for its designed purpose only and handle it in the correct manner.
- Power tools must be regularly checked, maintained, tested and tagged by a qualified person at the prescribed intervals.
- Machinery, whether fixed or mobile can cause cuts, crushing, amputation, electrocution and many other injuries if not used safely.
- Safety precautions include always reading the operating instructions before use.
- The wearing of appropriate personal protection equipment
- That all operators are required to hold the appropriate certification or licence where necessary to meet any Regulatory requirements or Shed rules.
- The reporting of any damage or faults immediately.
- The liability for use of tools provided by members or visitors other than the Shed shall not impose



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any liability on the Shed; responsibility for their use shall remain with the owner at all times. The person in charge is to be advised prior to their use.

### **Compressed Gas Cylinders**

Members are reminded that Compressed Gas Cylinders used for welding, or other applications must only be used and handled by competent, trained people.

Again, simple precautions can prevent injuries or mishaps. These may include:-

- Compressed Gas Cylinders be secured at all times and preferably mounted on a cylinder trolley.
- Compressed Gas Cylinders be kept vertical and not allowed to be left lying down and not be lifted by their valves.

### **Hazardous Substances**

Members are reminded not to bring hazardous substances to the Shed without the prior approval of the shed coordinator.

Again, simple precautions can prevent injuries or mishaps. These may include:-

- Getting approval from the shed coordinator.
- Don't use hazardous substances that have the potential to affect your health without proper training and personal protective equipment.
- Read the relevant MSDS and container label before use.
- Read instructions about ventilation and the necessary personal protective equipment to be used.
- Store hazardous substances securely and properly in accordance with the Worksafe method statement
- Dispose of any container and product in appropriately.
- All substances, whether hazardous or not have appropriate identification (label) on the container.

### **Asbestos**

Members are reminded that if you come across materials that you suspect may contain asbestos such as AC sheeting, advise the shed coordinator or the OHS Coordinator immediately so that a closer inspection can be made.

## Heights

Members are reminded that they must **NOT** use chairs boxes and other inappropriate items to stand on and **should** use a portable ladder to gain access to areas above the ground, or other levels that are not provided with permanent access.

Again, simple precautions can prevent injuries or mishaps. These may include:-

- When using a step ladder you must ensure the legs are in the fully spread position, placed on a stable foundation and work facing the ladder.
- When working on a step ladder you must have 90cm of the ladder or three rungs above your feet.
- In the State of Victoria working from a ladder from which a person could fall a distance of 2 metres shall be subject to a risk assessment.
- Can the work be performed at the floor level?
- Can the work be performed on a stable platform or scaffold?
- If a more practicable manner is available to conduct the work it must be utilised, providing it is safe to do so.
- The ladder to be used should be suitable, fit for purpose and the user of the ladder suitably trained.



**Figure 1 Typical Type of Portable ladders To Be Used**



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**Figure 2 Typical Types of Chairs NOT To Be Used**

## **Waste Disposal**

Members are reminded that waste must be disposed of correctly and into appropriate containers.

Scrap and waste material must be removed as soon as possible from work areas.

## **Gas / Water**

Members are reminded that the gas, electricity and water supply can be turned off at the appropriate meter if a problem arises.

Repairs to the gas, electricity and water are to be carried out by the City of Stonnington Council or their agents. Not by members of the Shed.

## **Electricity**

Members are reminded that electrical installations to machines will only be performed by qualified electricians.

Any electrical work on the Shed building, including lighting may only be carried out by a qualified certificated electrician.

All electrical equipment shall be tested regularly and tagged with the last test date.

Report all electrical shocks and wear eye protection where there is a possibility of electrical flash.

## **Storage of Tools**

Members are reminded that all tools operating under the care of the Shed shall be identified and registered as suitable for use by competent persons.

Again, simple precautions can prevent injuries or mishaps. These may include:-

- Approval for use of any personally owned tools shall be given by the person in charge of the Shed and no liability for their use will be admitted by the Shed.
- Hand tools shall not be left unattended on work benches or areas beyond the period necessary for the particular task being undertaken and be returned to their storage facility at the end of each day or on completion of use, whichever is the earlier.
- All 'sharpened' tools shall have their cutting face protected so far as is reasonable so as to reduce risk of contact injury. Particular care in storage and handling of all such tools shall be paramount by all members of the Shed.
- Where tools are sized, they shall only be located in the matching size space provided for that tool.
- Powered tools shall be used in accordance with instructions or advice provided by a competent person of the Shed.
- Chuck keys shall be kept with each electric drill to which it is sized.
- Electrical isolation switches shall be located and operated such that on completion of use, power is removed from the tool.
- Where rotating equipment is employed by members of the Shed special attention shall be paid by members to not having loose clothing, neck tie, long hair, beards or any other item that can be caught by the tool.

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- Failure to undertake such precautions in basic safety procedure may be sufficient grounds to deny on-going access to such equipment.
  - In the event the equipment you are using malfunctions, or you notice an issue with a piece of equipment you are required to **immediately** cease work and report this to either the shed coordinator or OHS Coordinator

One of these officers will assess the problem and where necessary apply a lock out tag to isolate any electrical, mechanical or hydraulic issues.

### **Personal Protective Equipment**

Members are reminded that they are required to provide their **own** PPE when working with equipment in the woodworking and/or the metal working areas. Each area has its unique hazards.

Thongs or other open style footwear are **not permitted** in these areas.

Types of PPE items are:-

#### ***Woodworking Area***

- Safety glasses.
- Hearing protection.
- Appropriate covered footwear.



**Typical Types of Safety Glasses (Woodworking)**



**Typical Type of Hearing Protection (Woodworking)**



**Typical Appropriate Covered Footwear (Woodworking)**

#### ***Metalworking / Welding Area***

- Safety glasses.
- Hearing protection.
- Welding shield.
- Safety gloves.
- Appropriate covered footwear.
- Long sleeve top, to protect you from sparks from welding and grinding.
- Long trousers, to protect you from sparks from welding and grinding.



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**Typical Type of Safety Glasses (Metalworking)**



**Typical Type of Hearing Protection (Metalworking)**



**Typical Welding Shield (Metalworking)**

**Typical Safety Gloves (Metalworking)**



**Typical Appropriate Covered Footwear (Metalworking)**



**Typical Long Sleeve Shirt ((Metalworking)**



**Typical Long Trousers (Metalwork)**

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### **Community Garden Area**

- Safety gloves.
- Appropriate covered footwear.
- Sun hat
- Sun cream protection



**Typical Safety Gloves (Gardening)**



**Typical Appropriate Covered Footwear (Gardening)**



**Typical Sun Hat (Gardening)**



**Typical Sun Cream Protection (Gardening)**

**Members Induction and Acceptance Agreement**

**I, The Undersigned Have Completed This Induction of the East Malvern Men's Shed, Acknowledge and Understand This Advice and The Contents Of This Document.**

**Signature:** .....

**Name:** .....

**Date** .....

**Induction conducted by: Signature** .....

**Name:** .....