



# EAST MALVERN MEN'S SHED

## MEMBERSHIP APPLICATION FORM.

<b>Personal Details</b>	First Name:.....known as..... Surname: ..... Date of Birth.....
<b>Address</b>	Address: ..... Suburb: .....Postcode:.....
<b>Contact Details</b>	Home Phone: ..... Work: ..... Mobile: ..... Email: .....
<b>Medical Information and Privacy</b>	<p>We respect your privacy and to assist in our caring role whilst you are at the East Malvern Men's Shed or undertaking an off-site activity, we would appreciate knowing of any medical conditions that can assist our care of you in the event of an accident or medical condition that may occur affecting your well-being.</p> <p>This information will be kept in a sealed envelope under secure conditions and will be available to you upon request, or on leaving the EMMS Membership. It may only be opened by a responsible shed member in the event of a medical emergency affecting you. Provision of this or other information is not a condition of membership being granted.</p> <p>In the event there is a change in your medical condition that could impact upon your care or treatment, it will be your responsibility to amend the information held by us.</p> <p>This proposal is accepted by me: Signed:.....</p>
<b>Emergency Contact Details</b>	Name: ..... Relationship: ..... Phone Home: ..... Mobile: .....



<b>Declaration</b>	<p>I agree to undertake any relevant induction process or training necessary to comply with OHS requirements related to the activities I wish to take part in. (Note- Failure to do so may restrict activities available to you.)</p> <p>Signature: _____</p> <p>Date:.....</p>
--------------------	---

Do you have any experience working in men’s sheds, workshops, or similar situations?:.....

How did you hear about the East Malvern Men’s Shed? (*please tick*):

- Brochure
- Local Paper
- Internet
- Word of Mouth
- Other please specify:.....

If my photograph is taken I give permission for its use in EMMS promotions

**Yes/No**

**I have read and agree to the EMMS Code of Conduct:**

**Signature: .....Date: .....**

<b>Office Use Only</b>	<p>Annual Subscription: \$50.00 (Subject to adjustment quarterly).</p> <p>Payment Received: \$ .00 Cash / Cheque payable to East Malvern Men’s Shed Inc. or BSB 633000 Account 158 847 327.</p> <p>Signature: _____</p> <p>.....Date:.....</p> <p><input type="checkbox"/> Membership referred for approval.</p> <p><input type="checkbox"/> Membership Approved/Rejected.</p> <p>Date:.....</p> <p><input type="checkbox"/> Induction process completed</p> <p>Date:.....Initials:.....</p>
------------------------	--



# EAST MALVERN MEN'S SHED

## MEMBER'S RELEVANT BACKGROUND DATA

**We request the following information with a view to enhancing the benefits the East Malvern Men's Shed offers as we seek to cater for all our member's pursuits:**

**Name:**.....

Some relevant details of your past life/type of work experience would be appreciated:

---

---

---

Are there any particular skills that you consider may be of assistance to the shed activities? e.g. participating in leading an activity; being in an interest group or shed committee?

---

---

---

What activities would you like to be able to undertake in the Men's Shed?

---

---

---

Have you served in an Australian military service role, if so in what arm and capacity?

---

---

---

Is there any other skill in which you have been specifically trained that may be of benefit to Shed members / activities: e.g. first aid, counselling?

---

---

---

Thank you for your assistance.

### **Privacy**

It is the policy of the East Malvern Men's Shed to maintain the highest level of confidentiality in respect of information provided by its members. Information collected above is either required by law or assisting the running of the Shed including for fund raising purposes. The completion of this membership form signifies your approval to use the above non-medical information for those purposes. A copy of the EMMS Privacy Notice is available on request.



## Privacy Policy

Last updated: 27 April 2017

This is the Privacy Policy of the East Malvern Men's Shed Inc. ("**Shed**"). It explains how the Shed approaches privacy and the management of your personal information. Please contact the Shed's Chairman or Secretary if you require any further information regarding our Privacy Notice.

### **The Australian Privacy Principles**

The Australian Government introduced new legislation, effective 12 March 2014, which further protects the privacy of individuals. You can find out more about these principles by calling the Office of the Australian Information Commissioner on 1300 36 39 92 or through their website at <http://www.oaic.gov.au/>

The Shed respects and upholds your right to privacy protection under the National Privacy Principles in regulating how we collect, use, disclose and hold your personal information. We have a set of procedures to ensure that only authorised staff have access to your personal information and that it remains confidential and is only used for appropriate purposes and in accordance with this notice.

### **Why we collect your personal information**

Your personal and sensitive information, including health information, is only collected where it is necessary to enable the Shed to safely carry out its activities, to obtain appropriate insurance coverage, deliver services to you and other members of the Shed, our agents and servants, to provide medical information to doctors or para-medical services in the event that you require emergency medical care, whilst undertaking activities within the community that you could reasonably expect us to engage in.

The Shed will not collect sensitive information about health, racial or ethnic origin, political opinions or membership, religious or philosophical beliefs, trade association or union membership, sexual preferences or criminal record unless you have consented to give this information and it is relevant to the work of the Shed. We will always collect such information in a non-intrusive, lawful and fair manner. We will offer you the option of not identifying yourself or of using a pseudonym where it is practical to do so.

### **Opting out or modifying your information**

If you want to change any information that you have previously given us, or if you want to opt out of future communications from the Shed please contact the Shed's Secretary. **It is your responsibility, and in your best interest to ensure that any medical information that you give us is up to date and accurate at all times.**

---

## **How we collect your personal information**

We collect your personal information when you provide it to the Shed in a number of ways including but not limited to:

- Your membership application form,
- [Medical information forms that you choose to provide](#),
- By participating in one of the Shed's fund-raising and information events,
- When you respond to any member surveys or questionnaires.

You may be photographed when you attend Shed events. You have been asked on your membership application form whether you consent to our using the image obtained. You can update the answer to this question by advising the Secretary at any time.

## **How we keep your personal information secure**

When you give us personal information such as your name and address, we record it on our electronic databases. If you provide us with further information via annual membership renewal forms, questionnaires and surveys or a form on our website, it is stored securely in our databases and only accessed by staff authorised by the Shed. The Shed uses a range of hardware and software security measures to protect our information and ensure that only authorised staff are granted access.

Your medical information is only recorded on the medical information form that you have completed and this is held in a sealed envelope and only available to responsible persons in the event of a medical emergency.

## **Disclosing your personal information**

The Shed will not provide your personal information to any other individuals or organisations without your prior consent except where:

- reasonably required because of a medical emergency,
- required by law to do so,
- where that information is provided on a confidential basis to contractors who provide services to the Shed (for example database management, printing and mailing). In these cases, we ensure that our contractors are also bound by the Australian Privacy Principles to keep your personal information confidential.

Your name, email address and phone number will be provided to other members of the Shed in the form of a membership list from time to time. However, you can opt out of this sharing of information by notifying the Secretary at any time. You cannot ask for this information to be withheld from members of the Shed's Committee and any Sub-Committee that has a reasonable need to access that information.

The Shed may, from time to time, send you messages from sponsors, collaborators or third parties however we will not under any circumstances provide your details to any third party for marketing purposes.

The Shed might transfer your personal information into the "cloud". In this event we will take reasonable steps to ensure that the information which is being transferred will not be held, used or disclosed by the recipient of the information in a manner which is inconsistent with the Australian Privacy Principles.

### **Visiting our website**

The Shed website and BLOG may use cookies to track site visits and navigation within the Shed web site. If you are concerned about the use of these cookies, your browser can be configured to notify you when you receive a cookie, and provide you with the opportunity to accept or reject it.

The Shed's websites may contain links to other sites of interest. The Shed does not control, and is not responsible for, the content or privacy practices of those websites. Please check the Privacy Policies on other websites before you provide your personal information to them.

### **Our Website Security**

By using this website you acknowledge and agree that the internet is inherently insecure and that you use the internet at your own risk. You acknowledge that you do not hold the Shed liable for any security breaches, viruses, Trojans or other malicious software that may infect your computer or any loss of data, revenue or otherwise that may occur as a result of using this website.

### **How to access, correct or update your personal information**

If you have any complaints, questions or concerns about what information the Shed holds or about the accuracy of that information, please contact the Chairman or Secretary of the Shed.

If you would like to access the information that we hold about you, or to complain about a possible breach of the Australian Privacy Principles, you can write to the Chairman or Secretary of the Shed. We will respond to your complaint or endeavour to give you access to the information requested within two weeks. In order to maintain the confidentiality of your personal information, we will ask you to come into the Shed before we give you access. If it is not practical for you to visit the Shed, we will arrange to check your identification before we mail the information out to you.

If the information that we hold about you is incorrect or not up-to-date, we will update it as soon as possible after you have shown us how and why it is incorrect.

**It is your responsibility to ensure that any medical information or communication data that you give us is up to date and accurate at all times.**

In the unlikely event that we are unable to provide you with access to your personal information for legal reasons as specified in the Privacy Act, we will provide you with reasons for denying access.

### **Changes to our Privacy Notice**

The Shed may, without reasonable notice, amend or modify its Privacy Notice by posting the amended Privacy Notice to the Shed's website.



# EAST MALVERN MEN'S SHED

## MEMBERS EQUIPMENT / TOOLS INDUCTION AGREEMENT

Members are reminded that before using any powered tool and / or hammers, wrenches, chisels, pliers, screwdrivers, welding equipment, metal working lathes and other hand tools that training must be completed by a trainer.

**Note that with many tools that there are significant risks of serious (including life threatening) injury. Even after you have been inducted, if you are not sure of how to operate equipment, ask a Trainer for assistance.**

Equipment / Tools:	Members Initials:	Trainers Initials:	Date:
<i>Hand Tools:</i>			
<i>Pedestal Drill:</i>			
<i>Band Saw:</i>			
<i>Scroll Saw:</i>			
<i>Panel Saw:</i>			
<i>Router Table:</i>			
<i>Wood Lathe:</i>			
<i>Thicknesser:</i>			
<i>Drop Saw:</i>			
<i>Mig / Tig Welder:</i>			
<i>Oxy Acetylene Welder:</i>			
<i>Arc Welder:</i>			

***I, The Undersigned Have Completed This Equipment / Tools Induction Agreement Of The East Malvern Men's Shed, And I Acknowledge And Understand That Basic Training Has Been Provided To Me.***

<b>Members Name:</b>	
<b>Members Signature:</b>	
<b>Trainer Name:</b>	
<b>Trainer Signature:</b>	
<b>Date</b>	





# EAST MALVERN MEN'S SHED

## A WEEK IN THE LIFE OF OUR SHED

The Shed is open ON Tuesdays (9.15-12.30) and Wednesdays (9.15am to 2.00pm),

### INTRODUCTION

When the Shed is open, you will find members enjoying conversation on almost any subject, possibly learning new computer skills, browsing through magazines or local papers, or working on some personal or Shed project. Sometimes others may be outside the Shed working on a community project, undertaking a trip to a place or venue of common interest or maintaining our Community Garden. In each case, they are enjoying the company of other men and talking with each other about the things they have in common from age, background, skills, illness or health, to losses that they are grieving or the things that bring them joy in their retirement like travel, et. Other men, not yet retired, might be sharing aspects of their current work experiences. Mutual respect, inclusion and an attempt to meet your needs are always at the heart of the Shed.

### NORMAL OPERATION AND SCHEDULE

Although an ability to use particular tools or machinery is not a pre-requisite to participation in Shed Workshop activities, there is potential for a lot of noise as men work on various projects and make use of various power tools/machinery. There are ear protectors which can be used at any time.

On the third Wednesday of each month, lunch may provided and there will be guest speakers on occasions. While it a good idea for men to arrive soon after the shed opens, there are not hard and fast rules about this. It's up to you.

### FAIR ACCESS AND A "CLEAN UP AFTER YOU" POLICY

We reaffirm that access to equipment, materials and space in the EMMS (which belongs to us all, not to any individual) must be allocated fairly to all types of approved activity, recognising that the needs and chosen activities of all members have equal priority. Accordingly, we will always seek to fairly schedule such access across our opening hours. In addition, members must clean up and put away all tools after they have finished. If tools are not in good working order, this should be reported to the Shed Coordinator.

### GENERALLY

There is plenty of diverse activity for those who want it, however **our primary purpose lies in the health and well-being of men.** The range of illnesses and physical limitations represented by our membership is broad, but the empathy and camaraderie between regularly-attending members, whether working together or sitting chatting together, definitely contributes to some easing of the pain or at least to encouragement, even if only for a couple of hours each week.

The opportunity will also be provided for members to give informal talks about issues that they have an interest in, as well as formal talks on health and related matters by guest speakers.

**WE HOPE YOU ENJOY YOUR EAST MALVERN MEN'S SHED EXPERIENCE**