



CANTERBURY
MEN'S SHED

Not just about the woodwork

Information Pack

Canterbury Men's Shed is an activity of Canterbury City Community Centre

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Introduction

Thank you for your interest in joining the Canterbury Men's Shed.

The Canterbury Men's Shed is located at 109 Clissold Pde, Campsie, close to Campsie Railway Station and has been operating since 2007.

The Men's Shed is an activity of the Canterbury City Community Centre, which is located in Lakemba.

Canterbury City Community Centre is an Incorporated Association founded in 1972, governed by an elected Board of Directors, which provides a diverse range of services and activities to residents in the Canterbury, Marrickville and Leichhardt local government areas.

The Centre provides services to the general community and particularly to those who are disadvantaged and may have limited access to other support. The Centre can help with information about programs and activities available to assist local residents and provide direct services which enhance and improve the quality of life for local residents. Information about the Centre and its other programs can be found on its website www.4cs.org.au.

And as for the Canterbury Men's Shed, we are part of an extensive network of Men's Sheds throughout Australia, now totalling around 700 Sheds!

The primary focus and purpose of the Canterbury Men's Shed is:

- the health and wellbeing of men in the local area;
- a way of valuing and fostering the important contribution men make to community life and
- for the health and well being of the men's families and their communities in general.

We rate highly participation and sharing at the Shed, where just being a member and coming along to meet other blokes and having a chat is the main objective. The individual contribution of each participant at the Canterbury Men's Shed is recognized as being of great value, regardless of the level of participation in the Shed's projects and activities. We recognize that the process involved in getting to the final product is equally as important as the final product itself.

So it is within this framework of good nature and camaraderie that the Canterbury Men's Shed operates.....although we do have some rules and regulations to ensure everyone who comes down to the Shed are provided with a safe, welcoming and friendly environment, which are outlined further in this Information Pack.

Eligibility

To be eligible to join the Canterbury Men's Shed, you need to:

- be a resident in the Canterbury Local Government Area (LGA) (this does not mean if you live outside the Canterbury LGA, you can't be member. For safety reasons, we do have a daily limit for the amount of people we can have in the Men's Shed at one time, and we do give priority to men who live in Canterbury LGA, but if vacancies exist consideration will be given to accepting participants from out of area. If we can't accommodate you, every effort will be made to refer ineligible clients to services which meet their needs, for example, Sheds in other areas)
- aged 55 years and over;
- and agree to abide by the Men's Shed and the Canterbury City Community Centre's Policies and Procedures.

Fees

Canterbury Men's Shed members pay an annual membership fee of twenty five dollars (\$25.00) which includes membership of the Canterbury City Community Centre.

Additionally, members pay a daily fee of three dollars (\$3.00) for each day they attend to cover the cost of lunch and other consumables. A barbecue is held once a month and the fee on this day is five dollars (\$5.00).

What to do now

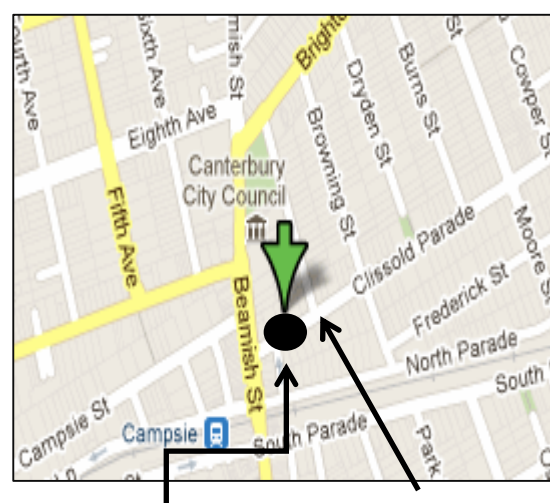
If you'd like to come by for a visit before you join to have a look at the premises and meet some of the current members, below is information about transport and parking options. Complete the Membership Application when you decide to join the Shed and drop it in on one of the days we are open or post it back to Canterbury City Community Centre, PO Box 66, Lakemba 2195.

Opening Hours

Currently the Canterbury Men's Shed is open for members Wednesdays & Fridays, 9.00 am – 3.00 pm. Depending on interest of members, the Shed may be able to open for additional hours.

Transport & Parking

The Canterbury Men's Shed is located at 109 Clissold Pde, Campsie, approximately 200 meters north of Campsie Station.



Canterbury Men's Shed Shakespeare St

Train

Campsie Station is on the Bankstown Line.

Buses

400 – Burwood Westfield – Bondi Junction (via Liverpool Rd Burwood; Georges River Rd Croydon Park; **Campsie Station**, Bexley Rd & William St Earlwood; Bexley North Station; Bexley & Forest Rds; Rockdale Station)

412 – City – **Campsie Station** (via Camperdown; Petersham Station; Marrickville Rd Marrickville; Dulwich Hill Station; Earlwood; William St Clemton Park)

413 – City – **Campsie Station** (via Camperdown; Annandale; Lewisham; Summer Hill; Trevenar St Ashbury; Queensborough Rd Croydon Park)

415 – **Campsie Station** – Chiswick (via Belmore South; Belmore Station; Belfield; The Broadway Enfield; Strathfield Station; Burwood)

444 & 445 – Balmain East – **Campsie Station** (via Petersham Station; Marrickville Rd Dulwich Hill; Melford St Hurlstone Park; Canterbury Station; **Campsie Station**)

473 – **Campsie Station** – Rockdale Station (via Bexley Rd & William St Clemton Park; Clarke St Earlwood; Shepherd Pde Bardwell Park; Wollongong & Wilson Rds Arncliffe; Rockdale Station)

487 – Canterbury Station – Bankstown (via **Campsie Station**; Sharp St Belmore; Haldon St Lakemba; Dudley St Punchbowl; Punchbowl Rd Punchbowl; Chapel Rd Bankstown)

490 & 492 – Drummoyne – Rockdale Station (via Burwood Station; Croydon Ave Croydon; Brighton Ave Croydon Park; **Campsie Station**; Canterbury & Kingsgrove Rds Belmore South; Kingsgrove Station; Croydon Rd Hurstville; Hurstville Station; Bexley Post Office Oriental St; Rockdale Station)

Parking

There is all day parking in a car park located off Shakespeare St, behind the Men's Shed.

There is 2 hour parking on and in a car park located Clissold St, (between Beamish & Shakespeare Sts) as well as some on street 2 hour parking.

Policies and Procedures

The Men's Shed and the Canterbury City Community Centre have a range of Policies and Procedures that directs the governance and management of all the Centre's activities, programs and functions, including the Shed. These Policies and Procedures are applicable to all staff, volunteers, clients and visitors who use and/or access any of the Centre's activities and programs.

Two of these policies include Code of Behaviour and General Safety Rules which all Shed members will be expected to read and sign and return the signed copies to us.

The Code of Behaviour is a set of guidelines outlining standards of acceptable behaviour at the Canterbury Men's Shed. It makes clear to everyone what is expected of them when attending the Men's Shed, establishing a standard of expected conduct and reducing the potential of possible conflict among members and/or staff. The Code of Behaviour can be found on p. 14.

The other policy is the General Safety Rules, which are to ensure everyone who is accessing the Men's Shed and using the equipment and tools are aware of the rules to prevent harm and injury to themselves, other members, staff and visitors.

The General Safety Rules are supplemented with the Safe Use of Tools and Machines assessment procedure.

For this procedure, we use an assessment system to ascertain the level of tool and machine competency of all members. It's a basic "traffic light" system with "red" representing limited access to the tools and machinery we have; "yellow" partial access and "green" full access.

All new members are expected to complete this process before they are permitted to use any of the tools and machinery and will be provided with training and assistance to ensure they are using all tools and machinery correctly and safely.

This process may take a few weeks to complete fully and all members must demonstrate an acceptable standard of competency to progress to upper levels of access.

Existing members are expected to undergo the Safe Use of Tools and Machines assessment procedure on an annual basis.

The General Safety Rules; Induction Checklist; Colour Coded System and Safe Use of Tools and Machines Checklists can be found on pages 11 – 16

Please return the signed copy of the Code of Behaviour with your application form to the Canterbury Men's Shed coordinator and keep copies of Safe Use of Tools and Machines Checklists to complete your assessment.

Canterbury Men's Shed Steering Committee Structure

Steering Committee

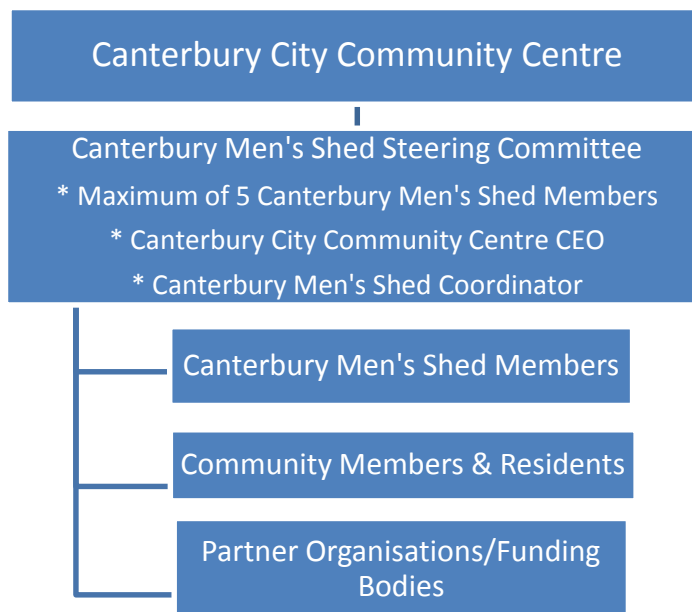
The Canterbury Men's Shed Steering Committee oversees the Shed and makes recommendations to the Centre Board of Directors. The Steering Committee includes a maximum of 5 Canterbury Men's Shed members, Canterbury City Community Centre CEO and Men's Shed Coordinator and concentrates on policy direction, fund raising, WHS and general operational matters concerning the running of the Canterbury Men's Shed.

The positions of Canterbury City Community Centre CEO and Men's Shed Coordinator on the Steering Committee are on-going and constant.

The positions of the 5 allocated Canterbury Men's Shed members on the Steering Committee, for one individual, are valid for 12 months or until July of each year, when all positions are vacated. At this time, these 5 allocated positions are open for nomination from members.

If more than 5 members nominate for these positions, a secret ballot may be undertaken by members to decide these positions.

Steering Committee Structure



Canterbury Men's Shed Roles and Responsibilities

There is a semi-formal management structure in place at the Men's Shed to assist members and ensure all our objectives and goals are being met properly. You will be made aware of all these positions, outlined below, during your induction.

Coordinator is responsible for:

- implementing tasks considered relevant by the Steering Committee;
- ensuring OHS, Code of Behaviour and other practices and procedures are observed and followed;
- giving the appropriate introduction and orientation of new members to the Shed's practices, policies and procedures;
- receiving and responding to inquiries from prospective members and other members of community;
- establishing, building and maintaining relationships with existing and prospective partner organisations;
- seeking projects and initiatives for members to participate;
- receipting weekly monetary takings and given to Canterbury City Community Centre and
- recording machine and tool damages so they are repaired and/or disposed of properly.

Team Leaders are responsible for:

- being Fire Wardens on their designated days;
- ensuring WHS, Code of Behaviour and other practices and procedures are observed and followed;
- ensuring the workshop is left clean and tidy at the end of each day;
- ensuring lunch preparation and clean up roster is being followed;
- ensuring daily monetary takings are properly received and securely stored and
- recording machine and tool damages so they are repaired and/or disposed of properly.

First Aid Officers:

- will have a current first aid certificate;
- provide initial first aid attention when necessary to members, visitors, staff and the public whilst on site;
- ensure the "Incident Report Form" is completed for the treatment of any person in relation to any injury/incident and
- undertake 3 monthly audits to ensure all first aid kits are fully stocked.

Production and Distribution

Items made by the Canterbury Men's Shed are allocated in the following ways:

- Sale of items to the public – there are two days each year where items can be sold to the general public at festivals or open days. Funds raised are used to purchase materials that will be used in community support projects and to subsidise the costs of an annual outing/end of year lunch.
- Members own use - members of the Men's Shed can produce items for their own use and ownership.
- Catalogue items - the Canterbury Men's Shed will make a limited number of items which can be ordered through a catalogue which will be posted on line and available in the local community. These items will be produced in numbers to ensure adequate supply for demand and can be posted to customers at full cost recovery.
- Individuals who are receiving a government pension.
- Not for Profit community organisations whose clients live in the Canterbury LGA.
- Government bodies such as local schools, Canterbury Hospital, etc

The Canterbury Men's Shed will not make items for businesses or that may result in the Shed competing unfairly with local business.



Membership Renewal Form

Name:

Address:

Ph:

email:.....

Date of birth:

Do you live alone? Yes No

Who should we contact in case of illness or emergency?

Name:

Ph:

Relationship to you:

Do you take any medication and/or suffer from any illness? Yes No

If yes, does it impair your ability to use machinery/power tools? Yes No

How did you hear about the Canterbury Men's Shed?

.....
.....

From time to time we take photos of members to use for our own publicity such as newsletter and our website. Do you give us permission for us to use any photos that you may be in? Yes No

I.....state that the information I have given is correct and that I have read the attached Code of Behaviour and agree to abide with its content.

SignedDate:

Please return this form in person to the Canterbury Men's Shed or post to Coordinator, Canterbury Men's Shed, PO BOX 66, Lakemba 2195.



GENERAL SAFETY RULES

ONLY MEMBERS WHO HAVE BEEN TESTED & APPROVED ARE PERMITTED TO USE THE POWER TOOLS.

1. Do not operate machines whilst under the influence of drugs, alcohol or medication.
2. Wear approved eye & ear protection & when necessary hair covers & dust mask.
3. Do not wear ties, gloves or loose clothing.
4. Never start a machine before clearing away nearby objects.
5. Always use the guards & ensure they are correctly spaced from the cutter.
6. Ensure there is enough space on the feed & exit sides for the work piece.
7. Where applicable ensure the Dust Extraction is "On" & functioning.
8. Before starting warn anyone using tools to prevent reaction to sudden noise.
9. When switching "On" keep well clear of cutters.
10. Let the machine get to full speed before contacting the work piece.
11. Turn the machine "Off" when cut is jammed.
12. When finished turn machine "Off". Wait for cutter/blade to stop before removing work piece.
13. Always turn "Off" at the machine NOT the wall switch to prevent unexpected starts if someone else inadvertently operates the wall switch.
14. Clean Up to keep the area safe.

If a machine does not seem to be functioning correctly- **STOP**- unplug the machine from power. Put a "Warning" notice on the machine and notify the Team Leader or Coordinator.



Code of Behaviour

This code of behaviour is a set of guidelines outlining standards of acceptable behaviour at the Canterbury Men's Shed. It makes clear to everyone what is expected, and reduces confusion and possible conflict. A copy of this code of behaviour will be given to all Shed members at their commencement at the Shed.

Philosophy:

The primary focus of the Canterbury Men's Shed is the health and well being of the men involved, their contribution to community life, and the health and well being of their families. The individual contribution of each member will be recognised as being of value, regardless of their level of participation in Shed projects and activities.

Code of Behaviour

Members should

- Support the Philosophy of the Canterbury Men's Shed and work with other members, team leaders and staff of Canterbury City Community Centre (CCCC) toward achieving the objectives and ideals of the Shed.
- Respect and value other members, visitors and staff and treat them with courtesy and consideration
- Comply with Work Health and Safety general rules, training and directions as determined by the Mens Shed Steering Committee.
- Contribute toward a safe workplace by cleaning waste after created, replacing hand tools where they belong, and ensuring that by any action or omission they do not create a risk for other users of the Shed
- Contribute to the best of their ability toward the harmonious operation of the Shed and the shared jobs that need to be undertaken
- Not attend the Shed if under the influence of illegal drugs or alcohol.
- To be responsible for managing the use of prescribed medication and not using machines when the use of such medication inhibits physical or cognitive capacity in any way.
- To be responsible for not using machines if changes in personal health make it dangerous to do so.
- Represent the Shed in a positive manner and only seek donations from the Public when authorised by the Steering Committee to do so.
- Attend on a regular basis and advise the relevant Team Leader when unable to attend.
- Support the work of other not for profit organisations through contributing toward community projects undertaken by the Shed.
- Respect the property of the Shed and not remove any item without approval.
- Not smoke within the immediate vicinity of the Shed
- Follow any grievance procedure as set down in Canterbury Mens Shed Policy Manual. Members are encouraged to raise grievances in a positive way that will assist resolution.

I have read, and understand the contents of this document, and agree to abide by the conditions set out herein.

Signature: Name:

Shed Co ordinator / Team LeaderDate :

Induction Checklist

Member's Name:			
Start Date:			
Assessor:			
	Explain the Shed structure & purpose		Explain Shed Safety responsibilities:
<input type="checkbox"/>	Type of work done – How much personal work is done	<input type="checkbox"/>	Consultative & communication processes
<input type="checkbox"/>	Description of jobs & responsibilities	<input type="checkbox"/>	Incident reporting procedures, including where to find reporting forms
<input type="checkbox"/>	Times Shed open – Meal times	<input type="checkbox"/>	Policy and procedures
<input type="checkbox"/>	Out of hours enquires	<input type="checkbox"/>	Roles and responsibilities
	Explain your policies and procedures on:	<input type="checkbox"/>	Reporting risks
<input type="checkbox"/>	Drug & alcohol misuse	<input type="checkbox"/>	Lock up security for member's belongings & the Shed
<input type="checkbox"/>	Use of telephone		Show your Shed safety environment:
<input type="checkbox"/>	Non smoking policy	<input type="checkbox"/>	Emergency procedures, exits & fire extinguishes
<input type="checkbox"/>	Members rules of behavior	<input type="checkbox"/>	First aid facilities
	Introduce key people & explain roles	<input type="checkbox"/>	Information on workplace risks and controls
<input type="checkbox"/>	Co-ordinator	<input type="checkbox"/>	Safe use and storage of risky substances
<input type="checkbox"/>	Team Leaders	<input type="checkbox"/>	Material safety data sheets (MSDS)
<input type="checkbox"/>	Other members	<input type="checkbox"/>	Safe use and storage of Personal Protective Equipment (PPE)
	Show the Shed facilities:	<input type="checkbox"/>	Location of machine instruction manuals
<input type="checkbox"/>	Car Parking	<input type="checkbox"/>	Need for safe clothing & footwear
<input type="checkbox"/>	Eating Facilities	<input type="checkbox"/>	Manual handling
<input type="checkbox"/>	Wash & toilet facilities		Member's data records:
<input type="checkbox"/>	Work areas, tools, machinery & equipment	<input type="checkbox"/>	Privacy of information
	Explain your training:	<input type="checkbox"/>	Existing medical problems so that supervisor is aware
<input type="checkbox"/>	First aid, fire safety & emergency procedures training	<input type="checkbox"/>	Contact details of emergency use
<input type="checkbox"/>	Handling risky substances		
<input type="checkbox"/>	Instruction on safe machine use & special features of each machine		

