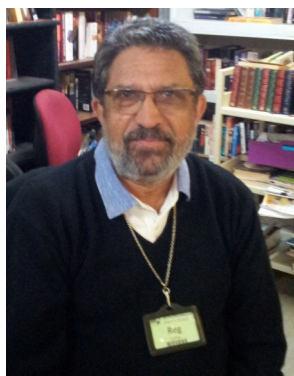




# Joondalup Mens Shed Bench Press

September 2019 2019

Editor Merv Pearce



## *Presidents Report*

A month has passed since the new committee was elected and inducted into their new roles as specified under the new format. Each position being defined with a specific responsibility and duties assigned for the functioning of the shed. This allowed for a change in management style and resulted in decentralizing with each individual responsible for his own post. All members have assumed their positions with great vigor and we look forward to a very harmonious working relationship.

A few discrepancies in our safety audit by external sources have resulted in some hard decisions to be adopted. The training of our Safety and First aiders has been extended to all Supervisors to undergo with a First aid course and have additional resources towards reactivation of those who have previously held First Aid certificates from their previous experiences. The First Aid boxes will be audited on a regular basis and **will comply** with the required items that are necessary for dispensing on a daily basis.

A productive meeting was held with The Joondalup Council at the premises that will be our future home. We are deliberating on the building plans that have been offered with some modifications to suit our needs. There is a renewed urgency in coming to a constructive conclusion to our needs to coincide with those that are on offer from the

Joondalup Council. Our building committee is in constant consultation to review and decide on the final plans. Thanks to Tony Brewer, David Lovett and Sanny Ang for their support and inputs.

Michael Robinson has been assigned to head a sub Committee to create a business plan that is required for us to process our request for donations towards the construction/modification of the new premises. We need this to be concluded on a very urgent basis to coincide with our future plans. Sadly, we are in a catch up phase with these deliberations.

Our recent courtesy visits to Wanneroo and Mosman Park Men's shed were organized to help us gather information on the process that both sheds have experienced in securing funds and organizing their respective organizations. We came away pleasantly surprised with their deliberations and astounded by how well they run their sheds. Congratulations to them and a huge **Thank you** for sharing their insights and thoughts to help us in our future plans. Future visits to other sheds will be planned to gather more information.

John Spence has finally got all the necessary approvals for the car boot sales. We would welcome all the members to show some spirit of volunteerism in making this venture a success for the future of the shed. Many an advice and criticism is forthcoming from the floor but not many hands are raised to help. Please guys lets all get together and make this and all our future ventures a big success.

**WE NEED YOUR HELP URGENTLY.**

*Reg Luther*

# Shed Activities and Projects



Two garden chairs were restored by John Fell and Paul Graham. The chairs were brought in to the shed in a very dilapidated state but now look like they are just out of the shop. A very happy customer indeed.



This cubby house built by our hard working master of crafts Frank Antulov (pictured) is a trial run to see if there will be much interest from the public. If so it will be a good income earner for the shed.



Two bush children's kitchens are being built by Ian Bruce and Graham Duffy (pictured). A much larger kitchen has been ordered. These may be a good seller in the future.

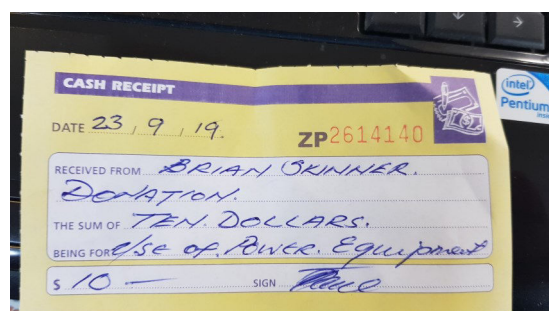
## Hats Off



To Brian Skinner (Skin) who has donated some funding for private use of the shed machinery.

Also

Graham Duffy and John Fell who have also donated





# October Birthday Celebrations



**Many happy returns  
to you all**

Roy Arrowsmith

Jeff Murray

Wally Brant

Merv Pearce

Stephen Cook

Don Slater

Wally Brandt

Max Walker

Stephen Brooks

Tom Burnett

Stephen Cook

Kyrstof Bajorek

Graham Duffy

Carl Ridgeway

Bruno Gresele

Malcom Woodbury

Gil Marnham

## New Members

*Ross Letch*

*Polin Pond*

*Jordan Lima*

*Dieta Arends*

*Malcolm Johnson*

*Michael Albury*

*Sean Munroe*

*Chris Firms*

*Matthew Parker*

*Malcolm Woodbury*

A hearty welcome to the shed gents, we hope that you join in the activities with our members and all that the shed offers socially and in the work shop.

## Caring for our fellow Members

Should you hear about any of our fellow shedders being ill, experiencing the loss of a loved one or you haven't seen them at the shed for an extended period, please inform our Welfare Officer John Summerfield. John will make enquiries and visit if necessary and keep Shedders informed.

John Summerfield Mob. 0432 032 461 email [sumtrade@primus.com.au](mailto:sumtrade@primus.com.au)

## Attendance Statistics for September 2019 Compiled by Ian Mc Callum

Period	Week Start	Week End	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Weekly Total	
Week 1	01-08-19	04-08-19	xxxx	xxxx	xxxx	30	16	1	0	47	
Week 2	05-08-19	11-08-19	23	53	34	25	19	0	0	154	
Week 3	12-08-19	18-08-19	21	72	38	23	23	2	0	179	1 Visitor
Week 4	19-08-19	25-08-19	16	42	39	31	22	1	0	151	
Week 5	26-08-19	30-08-19	21	45	34	29	10	2	xxxx	141	
<b>Total</b>			81	232	145	138	80	6	0		
<b>Working Days</b>		22									
<b>Weekly Average</b>			<b>20.25</b>	<b>58.00</b>	<b>36.25</b>	<b>27.6</b>	<b>16</b>	<b>1.5</b>	<b>0</b>	672	
<b>Total for the Month 672</b>											
672	Men per day		30.54								
Sat. 3rd			9	Ladies							
Sat. 17th			8	Ladies							
Sat. 31st			7	Ladies							

**When signing your name in the attendance register please print your name clearly and make sure that you are signing under the correct date on the page.**



### ***Michael Robinson***

Sorry to hear that our Vice President Michael Robinson has taken ill and is in Joondalup Hospital. We shedders wish you well Michael and hope you have a speedy recovery.

The total number of  
members  
as at September 2019

170

**14 Associate members**

### **Daughter to Father:**

"Dad there is something my boyfriend said to me, that I didn't understand. He said that I 'have a beautiful chassis, lovely airbags and a fantastic bumper.'"

### **Father's response:**

"Tell your boyfriend that if he opens your bonnet and tries to check your oil with his dipstick, I will tighten his nuts so hard that his headlights will pop out and he will start leaking from his exhaust pipe."

"A society grows great  
when old men plant trees  
whose shade they know  
they shall never sit in."

Greek proverb

## Coming Farmers Markets

### Joondalup Mens Shed



Poynter Markets Saturday 5th October  
 Kingsway Markets Saturday 19th October  
 Stirling Markets Sunday 27th October  
 Joondalup Markets Saturday 2nd November  
 Mosman Park Markets Sunday 10th November  
 Poynter Markets Saturday 16th November  
 Joondalup Markets Saturday 7th December  
 Stirling Markets Sunday 22nd December

### CAR BOOT SALE



John Spence, has finally got all the necessary documentation and permission to get the car boot sale to be held in the education department car park. John will need all the assistance to get this organized and members are requested to volunteer for this project. It will be held on the last Sunday of each month and it is not much to expect members to extend one weekend towards this project. A meeting for volunteers will be held next Tuesday 1st October at 11am.

## Sausage sizzles



Crawford MacLennan is the new manager for the running of the shed's sausage sizzles. Crawford would be grateful for shedders to put their hands up to volunteer to assist with the sizzles. If you have never attended a sizzle why not give it a go, it is good fun interacting with the customers and of course the camaraderie with fellow shedders and only takes a couple of hours of your time.

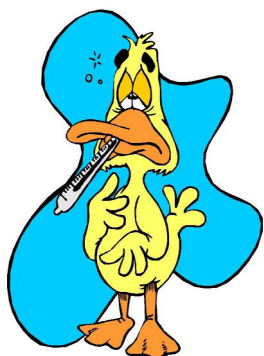


Volunteers will be required for the coming sausage sizzles



**Bunnings Joondalup**  
 Friday 4th October  
 Saturday 14th December  
**Bunnings Whitfords**  
 Saturday 9th November





### *Welfare Officers report*

I've just spoken to Michael Robinsons wife who says that Michael is substantially improved and now out of ICU and into HCU. It is possible to call the hospital to enquire about his welfare.

Stan Pridmore is in hospital, a relative of his tells me that he has a vertebrae fracture and will be in a caged condition for about 8 weeks. Stan's wife I believe is also unwell .

Kevin Banham too has ongoing health issues and welcomes a visitor as he is also very lonely.

Laughter is the best medicine so may these produce a smile.

Never iron a four leaf clover as you don't want to press your luck.

The Irish Way to a visitor , “ now you go talking about your self while you are here , cos we will surely be doing that after you leave.

Irish Diplomacy is the art of telling someone to go to Hell in such a way that they will look forward to the trip.

Murphy told his friend Quinn that his wife is driving him to drink . Quinn thinks he is a very lucky man cos his own wife makes him walk to the pub.

Try to say “ Irish wristwatch “ after you have had three Guinesses.

Get well soon chaps.

*John Summerfield*

### **I'll bet you didn't know this!**

**Many of the newer cars have a "Reversing Sensor" that warns the driver before the rear bumper actually comes in contact with something .**

**Who invented this sensor?**

**I'll bet you think it was Ford, maybe GM; how about Chrysler?**

**No? Then how about Mercedes Benz, or possibly the French or Italian car manufacturers?**

**No, it was a Japanese farmer by the name of Kawasaki. His invention was simple and effective.**

**It emits a high-pitch squeal before the vehicle backs into something.**



# **Standard Operating Procedures for the Joondalup Men's Shed (Inc.)**

For the information and guidance of all shedders (Continued)

## **10 Community Projects (Steps to follow)**

All requests for JMS products or services must be channelled without delay to the Shed Organiser who is responsible for the coordination of all shed workshop activity.

The member receiving the request will record the job details on a Job Sheet (see Appendix H) and file a copy in the Projects Folder. The Shed Organiser will issue the next consecutive job number to the particular job.

The Shed Organiser will canvass shedders for a suitably qualified volunteer to examine the job and evaluate it as to materials required, time involved, actual cost and feasibility etc and to report back by an agreed date.

After the job has been evaluated, the Shed Organiser will decide whether or not to proceed with the request. If the job is unsuitable for any reason, he should make a notation on the Job Sheet and advise the prospective client the reason for refusal. If the job is within JMS capabilities, he should record the price to be quoted on the Job Sheet (which should include a minimum mark up of 30%) and liaise with the client for approval to proceed based upon the price quoted.

Any materials required are then purchased and paid for.

The volunteer/s should complete the task, get the client to inspect and sign off that it has been satisfactorily completed and report back to the Shed Organiser.

The Shed Organiser will arrange with the treasurer to issue an invoice (see Appendix I) and record the invoice number beside the job to show that it has been completed.

The Treasurer will check the Project folder periodically to ensure invoices have been issued for all work and payments have been received.

Under certain exceptional circumstances the JMS may choose to perform work on a "cost only" basis or free of charge. In such cases the above evaluation and invoicing procedure should still be adhered to but invoices should be endorsed, "Material and labour costs only" or "No charge levied for materials or services." In such instances clients should be encouraged to make a voluntary tax deductible donation.

## **Personal Projects**

JMS shedders may use shed tools and equipment for personal projects but must first seek permission from the Duty Supervisor or the Shed Organiser. Generally speaking; permission will not be refused provided the project does not adversely impact the day to day operation of the shed, the enjoyment of the shed by other shedders, or the ability of the JMS to handle community projects.

**Note: Community and fundraising projects will have priority over personal projects.**

## **Publicity**

Various activities to publicise the shed will be undertaken by the JMS from time to time. These may be "one off" events such as "open days," photo shoots, recruitment drives at shopping centres, media interviews or the provision of guest speakers to other groups and organisations etc.

**All publicity activities must be approved by the JMS Committee to ensure they are in keeping**

**with the aims and objectives of the JMS and its business plan.**

Shedders are encouraged and invited to put forward any suggestions for consideration and approval.

### **Purchasing Consumables**

The Shed Manager has his JMS Credit Card to be used for the purchase of all consumables and receipts must be provided to the Treasurer.

The Shed Manager is also approved by the committee to purchase minor consumable items such as milk, tea, coffee, cleaning products, rubbish bags etc., on account from a supplier or suppliers approved by the committee from time to time. Expenditure on catering supplies and items over \$200 in any one month, (Excluding BBQ requirements) must be approved by the committee except where it is necessary to purchase items necessary to conduct a fundraising activity or social event .

Any shedder or other person purchasing items without approval runs the risk of bearing the cost of the item or items!

### **Purchasing Equipment**

No equipment, tools or machinery or items which do not fall with the gambit of those necessary for the day to day running of the shed, are to be purchased without prior approval from the JMS Executive Committee. Any shedder or other person purchasing such items without approval runs the risk of bearing such cost himself!

### **Social Functions**

All shedders are invited to provide input and suggestions as to social functions, guest speakers, or other activities for the shed and its members. The JMS Executive Committee welcomes such input and all new ideas to enhance the shed's calendar of events.

To ensure compliance with the JMS aims and objectives, its obligations under insurance policies and the JMS lease agreement, social functions and other events should not be undertaken without approval from the JMS Executive Committee.

### **Sponsorships**

Although the JMS aim is to be fully self-funded, sponsorships are a necessary part of its business planning. Shedder's suggestions are always welcome but no approach should be made to a prospective sponsor without approval from the JMS Executive Committee. Shedders must be aware that the JMS has a carefully planned strategy for seeking sponsorship and an uncoordinated approach may jeopardise that strategy.

### **Statements and Media Releases**

All statements and media releases' purporting to represent the Joondalup Men's Shed must be approved by a member of the JMS Executive Committee.

### **Storage**

For reasons of safety, security and hygiene, when not in use and at close of business each day, all tools, equipment, stock and materials and loose items must be stored in allocated storage areas.

The Joondalup Men's Shed is **NOT** a repository for personal property, household furniture, appliances, broken-down motor vehicles or other junk. Shedders wishing to store anything on a temporary basis must seek permission from the Shed Organiser or a JMS Executive Committee member. **Items left at the JMS without permission may be dumped.**



### Using Consumable Items

Shedders seeking to use consumable items belonging to the JMS for personal projects must first have a **Personal Project Approval Form** authorised and seek permission from the Shed Supervisor, Shed Organiser to use the consumable items, or a JMS Executive Committee member.

Reimbursement to the JMS may be necessary.

Whether consumables are used for personal use or community projects, anyone noticing that replenishment is necessary should bring this to the attention of the Duty Shed Supervisor so that the appropriate replenishment can be made.

### Vehicle Usage Policy

#### Purpose:

The purpose of this section is to outline the policy and procedures of the Joondalup Men's Shed (JMS) in relation to the ownership, use and maintenance of all vehicle/s owned by the JMS and which are hereafter referred to as JMS vehicle/s.

#### Responsibilities:

Without abrogating the responsibilities of the JMS Management Committee the:

The Shed Manager is responsible for the use, maintenance and security of JMS vehicles notwithstanding that he may, at his discretion, delegate functions required for the fulfillment of those responsibilities.

The Treasurer is responsible for ensuring that vehicle/s owned by the JMS remain appropriately licensed and insured.

#### Procedures:

##### Vehicle Use

JMS vehicle/s shall not be used for personal purposes.

A Vehicle Log Book is to be maintained and must be used to record every journey undertaken by a JMS vehicle.

Every journey undertaken by a JMS vehicle must be authorised by the Director Shed Operations or the Shed Organiser excepting that in their absence a journey may be authorised by a member of the Management Committee of the JMS.

The JMS vehicle driver at the time is responsible for recording his journey in the Vehicle Log Book and for obtaining signed authority for the journey prior to departure.

The driver of a JMS vehicle must:

Be over 25 year of age and not be on probation and/or subject to any Court action or order/s relating to the driving of a motor vehicle.

Hold a current and valid Western Australian Driver's Licence of the appropriate class for the vehicle to be driven.

Report any damage caused to or by a JMS vehicle and/or any vehicle fault to the Shed Operations Manager, Shed Supervisor or JMS Committee Member as soon as possible after becoming aware of any damage or fault.

In the event of a traffic crash the driver of the vehicle is responsible for taking appropriate action as and when required, including:

Checking the welfare of all parties involved and rendering assistance as required.

Contacting emergency services as appropriate.

Ensuring vehicles are parked as safely as possible.

Recording details of other vehicles and parties involved together with witnesses, including insurance details.

Recording admissions made by other parties to the crash.

**(Note: Under NO circumstances are any admissions to be made by the driver of a JMS vehicle.)**

Ensuring the JMS vehicle is removed from the scene and appropriately secured.

Ensuring a Traffic Crash Report is submitted when required.

Advising the Shed Manager or his nominee of the incident as soon as practical.

### **Maintenance**

The Shed Manager will arrange for vehicle water, oil, tyres, etc. to be checked weekly and for cleaning as required.

All JMS vehicle maintenance and/or servicing is to be undertaken by an appropriately qualified and experienced person who is authorised to undertake the required maintenance and/or servicing without compromising the vehicle's warranty or roadworthiness.

All alterations to JMS vehicles must be authorised by the JMS Management Committee.

### **Security**

When not in use JMS vehicles are to be stored in a secure manner at the location designated for that purpose by the Shed Manager.

When in use the driver of a JMS vehicle is to ensure that the vehicle is kept as secure as possible in the circumstances.

### **Traffic Infringements**

It is incumbent upon drivers of JMS vehicles to comply with all laws and regulations pertaining to the operation or use of a vehicle. Drivers of JMS vehicles are directly responsible for any and all fines or other penalties incurred while operating JMS registered vehicles. The JMS will not pay penalties on behalf of members under any circumstances.

## **Part 6.SAFETY**

### **Accreditation to use “dangerous equipment”**

No one will use hazardous or dangerous equipment in the JMS unless that person is a fully financial member of the JMS and has been deemed by the Shed Manager or a Shed Supervisor to have the necessary level competency.

### **Induction Procedures**

All shedders are required to undergo a basic induction training session as part of their acceptance into the JMS. This training program is designed to provide the basic level of knowledge necessary for each member's safe enjoyment of the shed and covers such topics as, Occupational Safety and Health, Emergency Procedures, housekeeping arrangements, administrative structure, grievance procedures and JMS protocols and expected standards of behaviour.

**The Basic Induction Procedures** for shedders are outlined at Appendix “C.”

**The Induction Procedures for Shed Supervisors** are outlined at Appendix “D.”

*Notes for use by shedders who volunteer to perform the Shed Supervisor role* are outlined at Appendix “E.”

*Notes for JMS Basic Induction Procedure* are outlined at Appendix “F.”

### **Defective Equipment**

Any item of machinery or equipment found to be defective must be taken out of use immediately and reported to the Shed Supervisor who will either tag that item as “Out of Service” or secure it to prevent injury until it can be repaired.

No unauthorised person shall remove “Out of Service” tags or place others in harm’s way by failing to prevent the use of defective equipment.

### **Wearing Appropriate Clothing**

Open toe sandals and thongs are **NOT** to be worn in the JMS! Closed toe shoes of suitably robust construction must be worn without exception.

Loose or ill fitting clothing may result in the wearer being caught in machinery or on other protrusions and should not be worn. Long hair must be tied back or restrained with a hairnet or other suitable headwear.

Appropriate clothing, and suitable equipment which may include some or all of the following; gloves, masks, safety glasses, ear protection, aprons etc must be worn for hazardous tasks such as welding, sanding, grinding, using toxic, corrosive or inflammable materials.

### **No-Authorised Access & Use of Plant and Equipment**

Only suitably trained and accredited financial members of the JMS, shall use JMS plant, equipment, tools or machinery. The Director Shed Operations will maintain and display a register of all hazardous machines and the names of members qualified to use each machine.

Any breach of this rule should be viewed with the utmost gravity and reported immediately to the Director Shed Operations, the Shed Organiser or the duty Shed Supervisor who will take appropriate measures to prevent this potentially dangerous behaviour from continuing.

### **Incident Book**

An Incident Book shall be maintained by the Shed Manager. This shall be used to record anything unusual, including; accidents, injuries, suspicious behaviour, disputes between shedders or breaches of the JMS Rules of Incorporation or Standing Operating Procedures.

The Duty Supervisor and the JMS Executive will regularly check and sign the Incident Book and take whatever action is deemed appropriate. When the situation has been dealt with appropriately the resultant action will be also be entered and recorded.

## **Part 7. SECURITY ISSUES**

### **Name Badges**

Every shedder is provided with a personal name badge for identification purposes. All shedders **MUST** wear their name badge while in the shed. Similarly, all visitors must be issued with a JMS visitor badge. Persons not wearing a name badge may be asked by the Shed Supervisor, Shed Manager or Committee Member, to go and get it, or to leave the shed.

Note these measures have been introduced to control unauthorised access, and to distinguish financial members from non-financial members.

### **Intruder Alarm System**

JMS premises are equipped with an intruder alarm system consisting of PIR motion sensors in most areas. In addition the JMS premises is now equipped with a CCTV system which records everything in the shed using motion detection cameras and stores the images onto a HDD.

The alarm code is known to a limited number of JMS personnel (Executive members, and Duty Supervisors) and will only be divulged on a “need to know” basis. The code must not be given to outside parties.

**Keys** (custody of, duplication, reporting loss)



Keys provided for the use of JMS members must not be duplicated or handed to non-shed personnel.

Keys must not be removed from the shed and shall be stored in a lockable container.

Keys to the JMS must be secured in the wall mounted lock box located in the main office

Keys to the JMS must not be removed from the premises.

The loss of keys shall be reported immediately to a JMS committee member who will instigate inquiries.

The combination of the lock box and the entrance door must not be disclosed to unauthorised personnel (i.e. those who do not need to know)

All storerooms should be opened each morning to facilitate shedder's access, however the doors should be re-locked each day at the close of business.

Internal store rooms must be locked at the end of the day.

The removal of plant or equipment from the shed must be recorded in the equipment register along with the time removed and by whom. (This is essential to ensure the security of expensive items and for the protection of shedders.)

Items loaned in accordance with these SOPs must returned to the shed without delay and a notation made in the Borrowed Equipment Register.

At close of business each day, the Shed Supervisor will conduct the normal lock up routine ensuring that all storerooms and external doors and windows have been locked and the intruder alarm system set.

All machines, computers and lights will be extinguished during the lock up routine.

JCC Security personnel must be provided with alarm and door codes and will attend alarm activations and re-set the alarm system outside normal business hours.

### **Lock Up Procedures**

As the time draws near to close the shed for the day, the Duty Supervisor should enlist the help of those shedders still on the premises to:

Clean the shed.

Put away all tools and equipment.

Clear benches (projects and unfinished work must not be left on or between benches).

Secure all storerooms, lockers and lockable filing cabinets.

Turn off all machinery and unnecessary appliances. (Leave the 'fridge on.)

Check gas bottles to ensure the gas is turned off.

Lock the sea container/s

Lock the skip bin

Close and lock all windows.

Ensure petty cash is locked away.

Ensure the cash safe is locked.

Turn off all lights.

Conduct a perimeter check of all rooms, workshops etcetera, and secure all doors.

Place any shed keys in the locked compartments provided

Set the alarm system.

### **Reporting Suspicious Behaviour**

The safety of Shedders and visitors is of paramount importance. All shedders should be alert for unauthorised intruders on the grounds or in the shed itself. Everyone using the JMS is required to wear a CURRENT identification tag bearing the JMS logo. Anyone seen inside the shed who is not wearing a JMS tag or "Visitor" badge should be politely challenged and asked to leave.

Persons who appear suspicious should be carefully observed so that they and their behaviour can be described in detail if necessary.

Suspicious activity and individuals should be reported immediately to the Shed Supervisor

### Security of Personal Belongings

The Joondalup Men's Shed accepts no liability or responsibility for property owned by its members or visitors. The risk of theft is omnipresent and shedders must take the appropriate measures to safeguard personal property and valuables.



### *You are an older senior citizen and you can no longer take care of yourself and need Long Term Care,*

But the government says there is no Nursing Home care available for you, what do you do?

You may opt for Medicare Part G.

The plan gives anyone 75 or older a gun (Part G for gun) and one bullet. You may then commit a crime that has a life sentence: Murder a politician. This means you will be sent to prison for the rest of your life where you will receive three meals a day, a roof over your head, central heating and air conditioning, cable TV, a library, and all the health care you need. Need new teeth? No problem. Need glasses? That's great. Need a hearing aid, new hip, knees, kidney, lungs, sex change, or heart? They are all covered! As an added bonus, your kids can come and visit you at least as often as they do now!

And, who is paying for all of this? The same government that just told you they can't afford for you to go into a nursing home. And you will get rid of a useless politician while you are at it. And now, because you are a prisoner, you don't have to pay taxes. Is this a great country or what?



"It took me three hours, but I finally discovered why you're limping. You lost the heel off your shoe."



"All the girls are off sick!"



"How do you feel about me going to my sister's for two weeks?"