



# Joondalup Mens Shed

# Bench Press

## October 2019

Editor Merv Pearce



## Presidents Report

Our past President and Newly Elected General Secretary, Bob Allen, has decided to step down immediately from his elected position from the

Management Committee. His past tremendous achievements and contributions for the shed has to be acknowledged and we all express our gratitude for his leadership these many years and look forward to him sharing the insight and thoughts for the Committee and the general membership in the future. **THANK YOU BOB!!!!**

The ill health of our members, Michael Robinson and Frank Antulov, continues to cause concern for their health and we all wish them a speedy recovery. Their continuous contributions to the activities of the shed will be missed during their period of recuperation for better health.

The progress of our future shed continues with various meetings with the City Of Joondalup with requirements that we must fulfill. Tony Brewer, David Lockett and Sanny Ang have been instrumental in planning the building requirements and drafting the plans for submission to the City for approval. Needless to say that there will be changes and we must persevere to satisfy the authorities to approve the plan.

The first batch of training for the first aid course, for our supervisors, has been conducted on the availability of the trainees. Those who missed out will be trained in due course. By all accounts the training was worth the investment towards the safety of our members, on a daily basis. It will be a prerequisite in future to appoint Supervisors with these qualifications.

It was good to see the reinstatement of one of our

members. We all must participate in welcoming all into our community; the shed's goal is to foster a harmonious relationship and create a friendly and comfortable atmosphere for the members.

There are mixed feelings about the motto of the shed and its implication, some feeling that we are moving away from our core value of "**Blokes Building Better Communities. We are all about fostering better overall health and well-being for all men.**" and becoming more commercial. The truth lies in us being able to achieve our goal in the spirit of sharing and realization that the membership has some obligations towards the financial running of the organization. Fortunately, we have been granted a carte blanche by the Education department in use of the premises and the utilities. Our monthly financial status is not very viable even with this free gift. Our future expenditures, with our own premises, would surely put extra constraints on our operations as a charitable entity and perhaps present us with a stark reality that money does not grow on trees. **WE ALL MUST** pitch in with the spirit of volunteerism and not rely on a very few to grant us the privilege of a social club. The power of one, if fearless and focused, is formidable, but the power of many working together is better.

"Coming together is a beginning; keeping together is progress; working together is success." Edward Everett Hale

John Spence has finally got all the necessary approvals for the car boot sales on the 27<sup>th</sup> of October. We would welcome all the members to show some spirit of volunteerism in making this venture a success for the future of the shed.

Reg Luther

# Shed Activities and Projects



Stefan Raczkowski is making this circular cutting board, he has almost finished it and it is looking good.



Paul Graham working on restoring a garden bench seat. This is a continuing project as Paul participated in the restoration of two smaller chairs. John Summerfield organized a journalist and photographer from the Seniors Paper to do an article on the project. That will be good publicity for the shed.



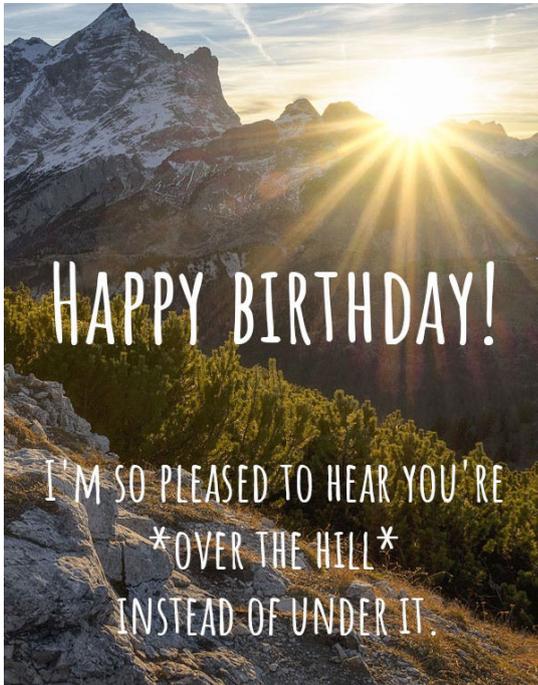
John Fell has constructed this pot plant stand for the shed to sell. John is keen to make more if orders can be secured



This is how John's plant stand should look when decorated with pot plants.

Last months Bench Press featured a picture of Frank Antulov with a cubby house he constructed. Well word has got around and the shed has an order for four more. This will be a big project and good income earner. Project Manager Graham Duffy will require volunteers to help fulfill this order so don't be shy in putting your hand up to to volunteer to participate in the construction of these

# November Birthday Celebrations



***Many happy returns  
to you all***

Sanny Ang

Philip Ash

Albert Daly

Jim Douglas

Pat Hadley

Rodney Herman

Warren Howard

Billy Kelly

Denzil King

Neville Long

Neil MacDonald

Kevin Maher

George Martin

David Melvin

John O'Dell

John Poustie

Michael Robinson

Andrew Simmons

Gary Thompson

Darryl Ward

Doug Williamson

## New Members

***Ross Letch***

***Colin Pond***

***Jordan Lima***

***Pieter Arends***

***Malcolm Johnson***

***Michael Albury***

***Sean Munroe***

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.     | Tue.  | Wed.  | Thur. | Fri.  | Sat. | Sun. | Weekly Total |
|--------------------------------|-------------|----------|----------|-------|-------|-------|-------|------|------|--------------|
| Week 1                         | 01-09-19    | 08-09-19 | 25       | 56    | 41    | 27    | 17    | 0    | 0    | 166          |
| Week 2                         | 09-09-19    | 15-09-19 | 22       | 48    | 33    | 29    | 23    | 1    | 0    | 156          |
| Week 3                         | 16-09-19    | 22-09-19 | 22       | 47    | 38    | 29    | 23    | 0    | 0    | 159          |
| Week 4                         | 23-09-19    | 29-09-19 | 21       | 46    | 37    | 28    | 23    | 1    | 0    | 156          |
| Week 5                         | 30-09-19    | 30-09-19 | 10       | xxxx  | xxxx  | xxxx  | xxxx  | xxxx | 0    | 10           |
| <b>Total</b>                   |             |          | 100      | 197   | 149   | 113   | 86    | 2    | 0    |              |
| Working Days                   | 21          |          |          |       |       |       |       |      |      |              |
| Weekly Average                 |             |          | 20       | 49.25 | 37.25 | 28.25 | 21.25 | 1    | 0    | 647          |
| <b>Total for the Month 647</b> |             |          |          |       |       |       |       |      |      |              |
|                                | Men per day | 30.81    |          |       |       |       |       |      |      |              |
| Sat. 14th                      |             |          | 8 Ladies |       |       |       |       |      |      |              |
| Sat. 28th                      |             |          | 6 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.*

The total number of members

as at September 2019

174

14 Associate members

Sorry to hear that Frank Antulov is spending time in hospital. We shedders wish you a speedy recovery Frank and hope to see you back in the shed soon.

# Hats Off

*TO*



*John Spence who has put a lot of time and effort in to organizing the first car boot sale to be held next Sunday in the car park , also to the shedders who will be assisting on the day. Let's hope that it will be a success and may grow as more of the public get to know about it.*

## *Coming Farmers Markets*



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

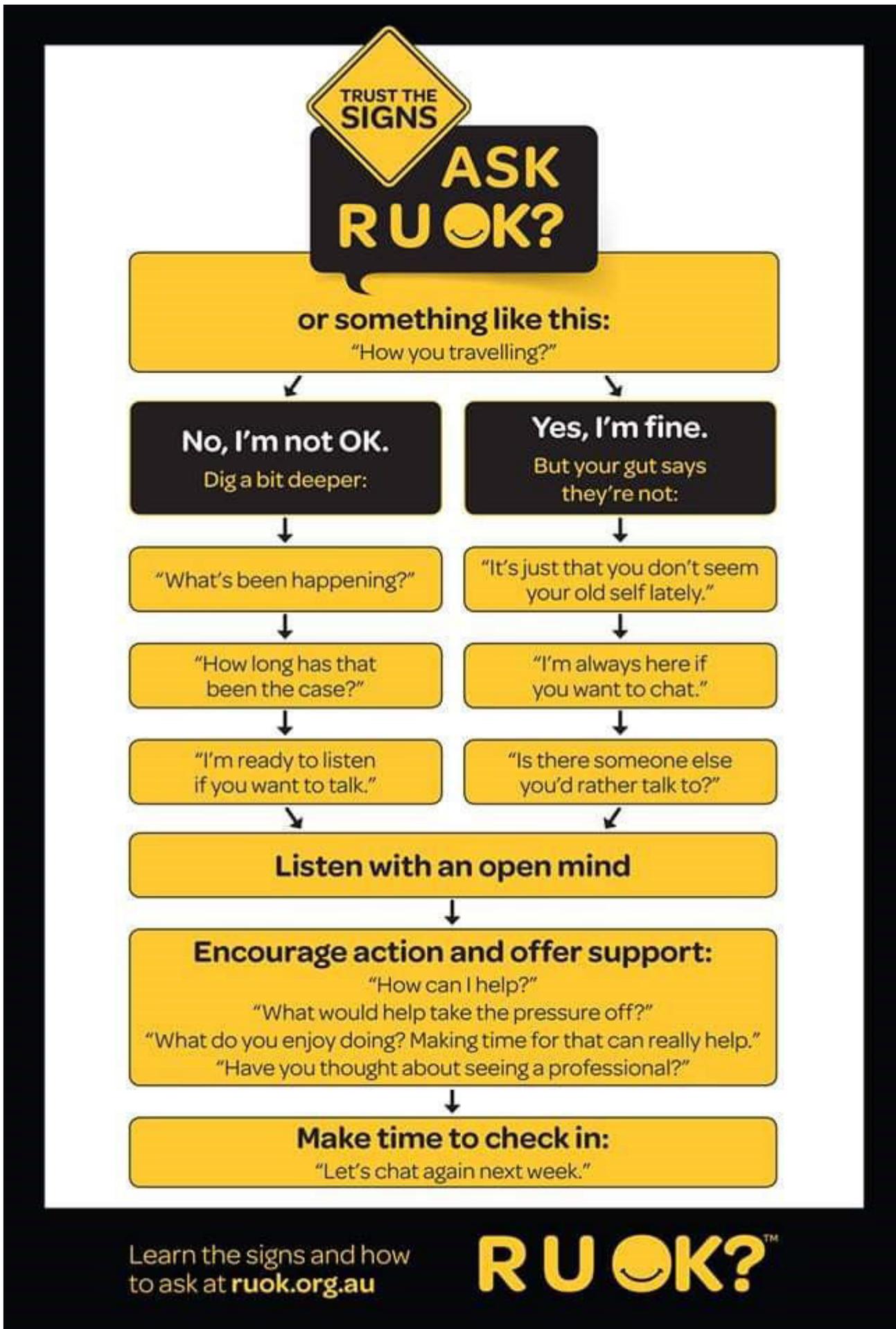
# Sausage Sizzles

**Volunteers will be required for the  
 coming sausage sizzles**



***Bunnings Joondalup***  
 Saturday 14th December  
 Wednesday 1st January 2020

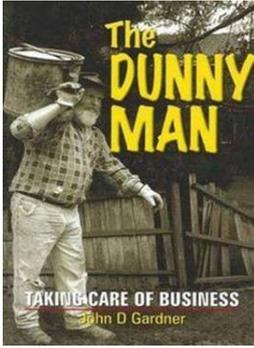
***Bunnings Whitfords***  
 Saturday 9th November  
***Hare and Forbes***  
 Thursday 14th November  
 Friday 15th November  
 Saturday 16th November



Learn the signs and how to ask at [ruok.org.au](http://ruok.org.au)

**RUOK?**<sup>TM</sup>

## A TRUE AUSSIE POEM FROM A BYGONE ERA



They were funny looking buildings, that were once a way of life,  
If you couldn't sprint the distance, then you really were in strife.  
They were nailed, they were wired, but were mostly falling down,  
There was one in every yard, in every house, in every town.

They were given many names, some were even funny,  
But to most of us, we knew them as the outhouse or the dunny.  
I've seen some of them all gussied up, with painted doors and all,  
But it really made no difference, they were just a port of call.

Now my old man would take a bet, he'd lay an even pound,  
That you wouldn't make the dunny with them turkeys  
hangin' round.

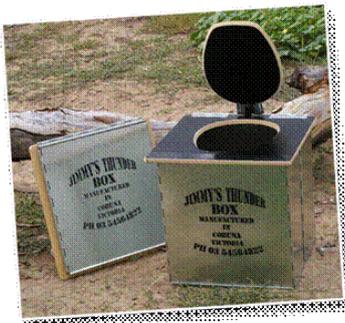
They had so many uses, these buildings out the back,"  
You could even hide from mother, so you wouldn't get the  
strap.

That's why we had good cricketers, never mind the bumps,  
We used the pathway for the wicket and the dunny door for stumps.  
Now my old man would sit for hours, the smell would rot your socks,  
He read the daily back to front in that good old thunderbox.



And if by chance that nature called sometime through the night,  
You always sent the dog in first, for there was no flamin' light.  
And the dunny seemed to be the place  
where crawlies liked to hide,  
But never ever showed themselves until  
you sat inside.

There was no such thing as Sorbent, no tissues there at all,  
Just squares of well read newspaper, a hangin' on the wall.  
If you had some friendly neighbours, as neighbours sometimes are,  
You could sit and chat to them, if you left the door ajar.



When suddenly you got the urge, and down the  
track you fled,  
Then of course the magpies were there to peck you on your head.  
Then the time there was a wet, the rain it never stopped,  
If you had an urgent call, you ran between the drops.

The dunny man came once a week,  
to these buildings out the back,  
And he would leave an extra can,  
if you left for him a zac.

For those of you who've no idea what I mean by a zac,  
Then you're too young to have ever had, a dunny out the back.



# CAR BOOT SALE | LAST SUNDAY OF EACH MONTH

8AM - 2PM MACGREGOR DRIVE PADBURY



## SAUSAGE SIZZLE

ALL PROCEEDS GO TO  
JOONDALUP  
MENS SHED

Site Fees: \$10 per car - \$15 Car & Trailer - Bookings: E-Mail: [bazfitz49@gmail.com](mailto:bazfitz49@gmail.com)

**GOLD COIN** entry for Buyers



The inaugural meeting of interested members discussing the very first car boot sale to be held next Sunday 27th October.



New Year is approaching at a rapid rate. How would you like to participate in the first sausage sizzle for 2020? Crawford MacLennan is looking for volunteers to man the stall on New Years Day. Bunnings Joondalup will be supplying bread buns and sausages at no cost to the shed so it should be a good money spinner for us. The old story, volunteers will be needed so put your name down on the list which is located on the desk in the social room. ***Crawford needs to let Bunnings know by 1st November so please don't be slow in putting your name down on the list.***



**Seniors Recreation Council of WA Inc.**

# Have a Go Day

*A LiveLighter Event*

## Wednesday 13th November 2019

**Burswood Park 9.00am to 3.00pm, Great Eastern Highway**

**Free Activities and Information day for over 50's**

*Be Prepared to "Have a GO"*

*Featuring Activities, Clubs/Groups, Seniors & Commercial Agencies*

For more information contact  
Seniors Recreation Council of WA Inc.

**08 9492 9773**

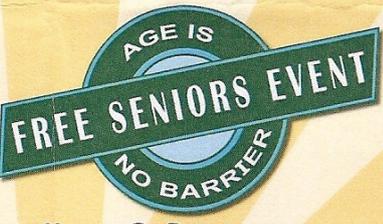
**www.srcwa.asn.au**

Free tea, coffee & bottled water available all day  
Food Vendors in attendance

**FREE Shuttle Bus service from Burswood Train Station to Have a Go Day**












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Supported by
















I have been attending the Have A Go day for several years, it is a great day out. There are many activities to try out and lots of entertainment, It is a big event and growing every year, even Mens Shed are represented there. Free tea, coffee and bottled water are available all day. The best way to get there is by train and there is a free shuttle bus that picks you up from the Burswood train station. Free parking is available if you go by car.

Merv Pearce

A man boarded a plane and took his seat. As he settled in, he glanced up and saw the most beautiful woman boarding the plane. He soon realized she was heading straight towards his seat. As fate would have it, she took the seat right beside his. Eager to strike up a conversation, he blurted out, "Business trip or pleasure?"

She turned, smiled, and said, "Business. I'm going to the Annual Nymphomaniacs of America Convention in Boston."

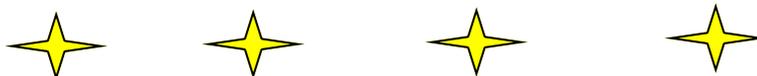
He swallowed hard. Here was the most gorgeous woman he had ever seen sitting next to him, and she was going to a meeting of nymphomaniacs. Struggling to maintain his composure, he calmly asked, "What's your business role at this convention?"

"Lecturer," she responded. "I use information that I have learned from my personal experiences to debunk some of the popular myths about sexuality."

"Really?" he said. "And what kind of myths are there?"

"Well," she explained, "one popular myth is that African-American men are the most well-endowed of all men, when in fact it is the Native American Indian who is most likely to possess that trait. Another popular myth is that Frenchmen are the best lovers when actually it is men of Jewish descent who are the best. I have also discovered that the lover with absolutely the best stamina is the Southern Redneck." Suddenly the woman became a little uncomfortable and blushed. "I'm sorry," she said, "I shouldn't really be discussing all of this with you. I don't even know your name."

"Tonto," the man said, "Tonto Goldstein, but my friends call me Bubba..."





**The Perth Retirement Village Expo**  
*Incorporating Resort Living for the Over 55's*

**Sunday 3 & Monday 4 November 2019**

Technology Park Function Centre

2 Brodie-Hall Drive, Bentley WA 6102

**FREE ADMISSION | 10am-3pm both days**

This free event provides a wonderful opportunity to meet directly with many different retirement villages and resorts under one roof. On display will be the latest resort style developments as well as established villages offering a wide range of services and facilities,

If either you or a loved one is considering on making the move to a retirement village or resort, or perhaps you're just after some information, this event is not to be missed. Please visit our website below for more information or call

**[www.retirementexpo.com.au](http://www.retirementexpo.com.au)**

**They should put more money in the ATM's. I'm getting really irritated. This is the tenth ATM I've been to in the last week that's had "insufficient funds".**



# Memories



Who remembers waiting to call long distance until after 7 p.m. because it was cheaper?



Distressed Nest

**WHO REMEMBERS?**

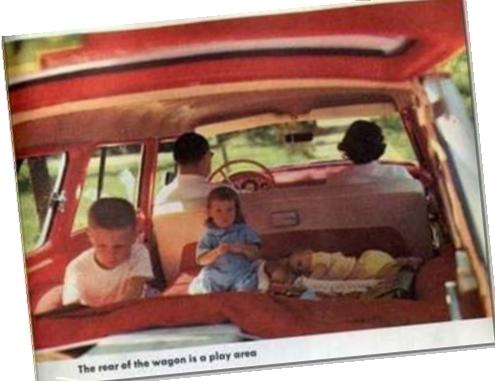


DOYOUREMEMBER?

**WHO REMEMBERS DOING THIS AS A KID?**



memories4kids!



**MY PARENTS SPANKED ME AS A CHILD**  
AS A RESULT, I NOW SUFFER FROM A PSYCHOLOGICAL CONDITION KNOWN AS "RESPECT FOR OTHERS"



When I was a kid my social network was called "outside"



**SHARE IF YOU KNOW WHAT THIS IS**



**only a few will know**

**WHO REMEMBERS THE SOUND?**



**DOES ANYBODY ELSE REMEMBER HEARING, "KEEP CRYING AND I'LL GIVE YOU SOMETHING TO CRY ABOUT." IN THEIR CHILDHOOD?**

**WHO REMEMBERS HAVING TO DO THIS?**



Is anybody old enough to remember what this was used for?



GOODLIVINGGUIDE.COM

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

For the information and guidance of all shedders (Continued)

## APPENDIX "A" Copy of Joondalup City Council Lease Agreement

**TO BE INSERTED WHEN FINALISED.**

## APPENDIX "B"

### *JOONDALUP MEN'S SHED Asset Donation Agreement*

Description of Item(s):

Serial No. or Other Identifier:

JMS Asset Register ID Tag:

Estimated Value: \$

Donated by:

Donor Contact Details:

The Donor hereby provides the above item(s) to the Joondalup Men's Shed on the following terms:-

This is an unconditional gift – the JMS may hold, sell, trade, loan, modify, dispose of or relocate the item(s) entirely at their discretion.

The Donor affirms that they are legally entitled to dispose of the item(s).

Signature of Asset Donor: .....

(For) JMS Shed Organiser: .....

Date of Agreement:     /     /

Comments:

## APPENDIX C. Basic Induction for Shedders

**All Shedders must complete this Basic Induction as soon as practicable after joining JMS Padbury.**

Provide an overview of how the shed is administered. This should include: JMS Executive structure, Organisation Chart, Roles and Functions of various executive committee members, Rules of Association.

Outline the lease arrangements with the JCC and shedder's obligations to comply with these arrangements.

Explain the requirements related to parking

Explain the expected standard of conduct for shedders.

Explain housekeeping arrangements including obligations on shedders to keep the JMS clean and tidy, including washing cups and utensils, cleaning barbecues after use, disposing of food scraps,

respecting JMS equipment such as the 'fridge, microwave, urn etc.

The Joondalup Men's Shed, is open from approximately 7:00am until approximately 3:00pm each Monday, Tuesday, Wednesday, Thursday and Friday. The shed is also open every second Saturday for the use of our Associate (Lady) members.

A rostered JMS Shed Supervisor runs the shed on a day-to-day basis. They make the major decisions about how the shed runs on that day. Consistency will be achieved by all Supervisors using the same procedure documents. Any Shedder who wants to dispute a decision should use the Dispute Resolution Process prescribed in the JMS' Articles of Incorporation.

Minimum dress standards apply. Every Shedder must wear at least closed-in shoes, shorts and a short sleeved shirt. If using particular items of equipment you may be required to wear more extensive or special protective clothing, ear protection, safety glasses, etc. These requirements will be detailed in the accreditation training for each item.

All Sheddors and visitors are required to sign in at the front desk upon arrival and sign out when leaving. In the event of a building emergency, this record will be used to identify who was in the building at that time.

All Sheddors must wear their ID card when on the premises. Visitors will be issued a visitors card. These are available from the office.

Tea and coffee making facilities are provided in the central lounge room.

Arrangements for borrowing equipment and tools (Refer Shed Supervisor).

Permission required for personal projects.

Arrangements for using consumables and JMS materials must be made with the Duty Shed Supervisor in accordance with these Procedures

Explain that while every shedder's input and opinion is valued, protocols exist in relation to gifts and donations, statements to the media, fundraising activities and sponsorships, dealing with other organisations and holding events and social functions.

A building layout ("Shed") is displayed on the notice board for your information.

Toilet facilities are available as shown on the building layout.

Extinguishers are provided at locations indicated.

First Aid kits (including a Defibrillator) are located in the workshop and other areas as indicated. All first aid matters are to be directed through the Duty Shed Supervisor.

Emergency phone numbers are on the notice board at the front desk.

The JMS Shed Supervisor will keep a book listing specialist advisers in the use of particular heavy machinery.

Emergency exits are signed in each workshop and are to be kept free of any obstruction.

A designated muster point is located as per the plan given on the Notice Board.

Fire Hose reels are located around the building perimeter as per the Building Plan on the notice board.

**Red Emergency Stop Buttons** are located in most work areas in the shed. Pushing any of the buttons shuts off all the 3 phase and overhead power in the associated room(s). The lighting circuit will

NOT be interrupted. If you see or hear a problem that seems machinery related you should immediately press a red button in that area. Once pressed the buttons lock in and require a key to reset them. This will only be done by the **on-duty Shed Supervisor** after the cause of the incident is clear and any danger removed.

If there is a need to evacuate the Shed (e.g. in case of fire) you should alert others near you, shut off any working equipment and move quickly to the external Assembly area.

Shedders who want to use “high risk” equipment must pass an accreditation course on the item. Their accreditation will be recorded on a database which can be accessed by the Duty Shed Supervisor, if required. Hand tools such as hammers, saws, files, etc. are not considered high risk but care still needs to be taken with these types of items.

All shedders have a “duty of care” to each other. If you see a hazard you must take all reasonable steps to warn others, report it to the Duty Shed Supervisor and ensure that warning signs are put in place or other appropriate action taken. Details of the problem or incident should be logged by the Duty Shed Supervisor.

Any equipment recognised by shedders to be faulty in any way should hang “OUT OF SERVICE TAGS” and report back to the supervisor. The supervisor will be in possession of these tags. The person rectifying the fault will sign against the book entry as OK.

An inflammable substances cabinet exists in the machine shop storeroom. Material Safety Data Sheets (MSDS) are available for all contained materials. See notice board.

General rubbish should be placed in the rubbish bins provided and should be emptied into the skip bins when full. Waste material should be placed in the Skip bins provided

## **APPENDIX “D” INDUCTION PROCEDURE - SHED SUPERVISOR**

Potential Shed Supervisors should be given a copy of the Shed Supervisor Induction Notes - they are theirs to keep. Their name and the date they are given the notes should be entered on the Record of Induction sheet. They may not necessarily do the induction straight away.

### **At the time of induction (by an existing Shed Supervisor)**

- Invite questions at any point (don't wait till after the session).
- Read through each dot point on the Induction Notes and ensure that all inductees understand the meaning.
- Conduct a walk-n-talk around all areas of the shed, pointing out the location of all the main features such as light switches, fire equipment, emergency stop buttons, how the windows open and lock shut, where the first aid kits are, etc. This is a repetition of the Basic Induction walk.
- Show the new Shed Supervisor the location of the Shed Supervisor locker containing the access keys, the Emergency Stop Button keys, the USB Flash Drive, high visibility vests, etc.
- Point out the Shed Supervisor roster calendar and invite the inductees to think about when they could participate.
- Make a note of the new Shed Supervisor (s) and their contact details on the Shed Supervisor list.

- At the end of the session make sure the inductees have signed their induction notes and you have signed as the inductor.

Enter the induction date on the Record of Induction and later on the XL spreadsheet.

## **APPENDIX “E” Shed Supervisor Induction**

The rostered JMS Shed Supervisor runs the shed on a day-to-day basis. They make the major decisions about how the shed runs on that day. Consistency will be achieved by all Supervisors using the same, agreed procedure documents.

Shed Supervisors do not have to be experts in the use of all or any equipment. The main requirements are the willingness and ability to be there when rostered and to make sure that another suitable person takes over if they cannot attend or need to leave.

Supervisors need to be familiar with all the items covered in the Basic Induction and be confident that they can induct new members and enforce the minimum standards. They should also be prepared to induct other Shed Supervisors.

They will wear a high visibility (fluoro yellow) vest as identification when acting as Shed Supervisor. This and other items will be kept in the Shed Supervisors locker.

They are required to monitor the use by Shedders of special protective clothing, ear protection, safety glasses, etc. where this is necessary.

Supervisors will be shown the function of the various building keys, provided with the codes for the alarm system and shown the open-up, close-down and exit procedures (if required).

In the event of an emergency, which requires the building to be evacuated, the Shed Supervisor will take the sign-in / sign-out book to the designated Muster Point. This record will be used to identify who was in the building at that time.

Shed Supervisors need to know the location of the Emergency phone numbers list, the list of Shedders with first aid qualifications and where to find the PSHS first aid officer.

The Shed Supervisor will maintain a record of specialists in the use of the more complex machinery and those willing to teach and assess for accreditation purposes.

OH&S is a process requiring continual improvement so it should be expected that these notes will be updated as procedures are refined.

## **APPENDIX “F” Notes for JMS Basic Induction Procedure**

All new Shedders should be given a copy of the Basic Induction Notes - they are theirs to keep. Their name and the date they are given the notes should be entered on the Record of Induction Sheet. They may not necessarily do the induction straight away.

### **At the time of induction**

Invite questions at any point (don't wait till after the session).

Read through each dot point and ensure that all inductees understand the meaning.

Conduct a walk-n-talk around all areas of the shed, pointing out the location of all the main features

such as light switches, fire equipment, emergency stop buttons, how the windows open and lock shut, where the first aid kits are, etc.

At the end of the session make sure the inductees have signed their induction notes and you have signed as the inductor.

Enter the induction date on the Record of Induction and have a Shed Supervisor update the XL Spreadsheet.

## Appendix G. Summary of Joondalup Men's Shed Rules and Procedures

**Dear Shedder,**

The following is merely a brief summary of things you **must** know and understand to gain maximum benefit from the JMS. JMS Standard Operating Procedures provide a comprehensive reference to all matters surrounding the operation of the JMS and are readily available at the shed for perusal.

We hope you enjoy the JMS and we welcome your input and ideas. Nobody likes rules but they are necessary for the smooth and safe functioning of the Joondalup Men's Shed so please co-operate.

### Administrative Matters

The JMS is an incorporated society bound by the Acts Incorporations Act and Regulations (2015)

The JMS has an Executive Committee consisting of a President, Vice President, Treasurer, Secretary, Membership Manager, Shed Manager and non-executive committee members.

All decisions and representations related to the running of the JMS **MUST** be approved by the JMS Committee.

No person should seek or accept gifts or donations or make statements (oral or written) on behalf of the JMS unless that person is a member of the Executive Committee or has received prior approval from the JMS executive.

Protocols and procedures exist for all administrative matters and must be adhered to in the interest of professionalism. (Please check the SOP's in doubt.)

### Conduct of Shedders

All shedders are expected to abide by reasonable standards of conduct and must not bring discredit on the shed. You may NOT: smoke, drink alcohol, take illicit drugs, act inappropriately around members or visitors and **not** bully others or show disrespect.

### Emergency Procedures

Contingency plans are outlined in the SOPs for such things as fire, bomb threat, chemical spills, gas leaks and dangerous intruders. Evacuation routes are posted on notice boards. You are expected to

familiarize yourself with emergency procedures and comply with the directions of the Shed Supervisor.

House keeping Shedders are expected to assist in maintaining the shed in a safe, clean and tidy condition, to wash cups and other utensils, empty rubbish and keep appliances such as 'fridge, microwave etc. clean. Remember: the JMS does not have cleaners or others to run around after you!

### Personal Projects

Shedders are encouraged to work on personal projects but permission using the Personal Projects Approval Form must be obtained from the Shed Supervisor or committee to ensure such projects do

not disrupt others or the shed's operation.

Shedders are expected to supply their own materials for personal projects. Where JMS materials are used, these must be replenished or paid for.

### Safety and Security

The **Shed Supervisor's word is law** in all matters relating to safety and security. Grievance procedures exist under the JMS Constitution if you don't agree or you may discuss concerns with a JMS Committee member.

Appropriate clothing and footwear must be worn in the shed; this includes close-toed shoes (preferably steel caps if you have them) no loose clothing that may get caught in machinery.

Appropriate safety equipment must be worn for the particular task being undertaken. Stop and assess what you need before commencing work. (Eye protection, ear muffs, welding helmet, gloves, facemask, aprons etc.)

Before using dangerous equipment you must have passed the JMS accreditation process.

To enter workshop areas, every shedder must be a financial member and have undergone the JMS Basic Induction process as a minimum requirement.

Name badges will be worn at all times when in the shed.

On entering the shed, shedders and visitors must sign the register at reception and sign out when leaving. (This is essential for your security and safety)

On finishing work, clean and put away tools, turn off machinery, remove rubbish and debris and sweep up. Do not leave materials or unfinished projects to clutter up the work area.

*To be continued in November Bench Press*