

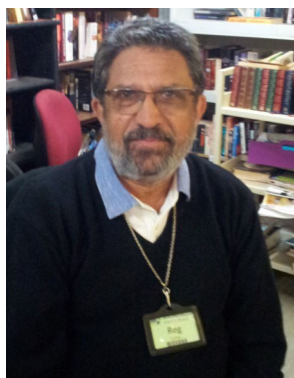


# Joondalup Mens Shed

# Bench Press

## November 2019

Editor Merv Pearce



### *Presidents Report*

November comes to a close and December with the Christmas celebrations are just a few weeks away. That means we are not too far from the end of another year and take stock

of all the changes that have taken place. November has been an active month with plans for the new building taking on a new perspective. Consultation with the building contractors has given us some insight as to what is required to accomplish the task at hand and present the proposed plans to the City Of Joondalup. My personal gratitude to Tony Brewer, David Lockett and Sanny Ang for their continued inputs and various draft plans for the building. A lot of thought has gone into the planning and catering for all our foreseeable requirements. Our thanks also to Sheree Edmondson and Mike Gull, from the City of Joondalup, for their continued support in facilitating our requests and advice on the planning of the premises.

Our thanks to Colin Mellows and Dr. Jude Balm (Infinity Training Australia) for their valuable efforts in compiling our Business plan, which is in the final phase of completion. Michael Robinson was heading the sub Committee for this project, but due to his hospitalization was unable to attend these meetings. Tyron Paul, our treasurer, was also a member of this committee and was instrumental with his feedback on the plans.

The new task will be to approach donors to facilitate the construction of the shed. Bernie Egan, John Spence and myself will take on the task to help us source funds for the renovations of the new premises as soon as possible.

There is a combined effort by the committee members to fulfill their roles in the elected positions and although there are still a few issues with the general cleaning up in the work area and the use of the machines, the day to day working of the Shed seems to have settled into a

routine. Our gratitude to members who have volunteered to take on responsibilities to look after the

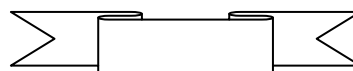
shed is commendable. Ron Slavin and his team have been busy with the markets, which has to a greater extent, been quite successful. Crawford MacLennan, Our manager in charge for looking after the sausage Sizzles, has been very busy with his team of volunteers looking after the external demands for attending sausage sizzles at various locations. Thank you all who have assisted in this project but there is always room for more volunteers to come forward and assist in projects of your choosing.

Our first car boot sale in October, a project undertaken by John Spence, was a good eye opener to what is required to increase the attendance of both the vendors and buyers. In spite of our efforts to promote this event there was a poor turn out and the blue shirts outnumbered the others by a fair amount. It was heartening to see the number of volunteers who attended the first day. Your continued efforts will be required for this monthly outing, not only in your attendance but also promoting this event in your social circles.

All our supervisors are fully qualified for first aid. The safety of the members, within the shed premises, is our paramount concern. All endeavors will be made to make this a safe place for both work and recreation.

There is a concern, raised by few members, about the direction of the shed's agenda from one of social towards commercial requirements. In my discussions with various members, there is a genuine place for both to exist, a healthy mix of social along side income generating activities. The manufacturing activities needs volunteers to participate both as therapeutic and means of communication. I would encourage all members to participate in a meaningful discussion to ascertain the whys and wherefores of the topic. Emails are a good way to keep a historical record of the thread of communication. Please keep us informed.

Reg Luther





# Christmas Luncheon

To be held at  
The Woodvale Tavern  
143 Trappers Drive Woodvale

Wednesday 4th December  
Arrive between 12 noon/12.30

3 course lunch  
\$35.00 per person  
Bookings close 27th November  
Partners are invited

Put your name in the book which is located on  
Ron Slavin's desk in the social room.

Come and celebrate the Christmas season with  
your fellow shedders and partners



**Bookings close  
Wed. 27th Nov.**



# CAR BOOT SALE No.1

Held on Sunday 27th October 2019



Photos contributed by Reg Luther

Sunday 27th October we attempted our first Car Boot Markets and although we did not set the world on fire, I think we learned a few lessons which we will carry over until next months markets.

Some of these were: \* Don't have a market on the same day as Hillarys Boat Harbour has a market on a hot day.

\* **We need more signs** as the number we had although good, were not enough to pull people off Marmion Ave - I have asked Cory our sign maker if we could have at least another 1/2 dozen and that this time we will pay for them.

\* **We must put more effort into advertising**, in particular on Facebook and other social media - also in the Joondalup Times "What's On" section.

There are a number of other things we need to improve on,



I would like to thank all of the members who not only turned up but who also put in. I never counted them but there must have been at least 30 members there at 7am. Although I think most (including me) were a little disappointed, all it meant is that next month we will be bigger and better, and again the month after, The stall holders who did turn up seemed keen to come back and also assist by telling their friends.

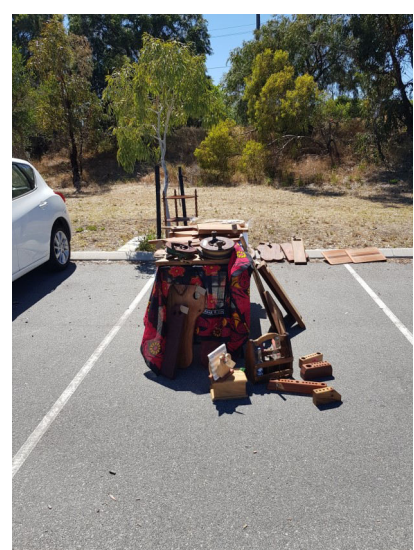
Please continue to help out as you did so wonderfully on the day because firstly we need the money, and secondly it is good for us all to get together and have a bit of fun.

Once again - Thank all of you who turned up and made the effort.

John Spence

## THE NEXT CAR BOOT SALE IS ON THIS SUNDAY 24TH

More from John on next page



Photos contributed by Sanny Ang

## Car Boot Markets

Our first attempt at a car boot market was not quite up to our expectations, however, we did have a lot of competition on the day from places such as Hillarys Boat Harbour who also ran a similar market.

We have identified that the main issue all comes down to marketing and we have tried to place more ads on Facebook and in more shopping centers in an attempt to attract more sellers. I believe that if we can get the sellers then the buyers will follow. I have been told that the markets at Wanneroo have been cancelled for around 3 weeks due to the Show being held there and also that the markets at Karrinyup are also off due to extensions to the shopping centre. Assuming that both of these bits of Information are accurate then that will only enhance our chances to get some of the sellers from both of these places to come down and try our venue,

I believe that if we can get sellers to try our market, and we can keep them happy then they are more likely to stay on for future markets.

Which ever way you look at this it will take some time before we become fully operational. We have had more interest from sellers this month than last time so that is encouraging.

I was VERY impressed with the number of members who turned up to help last time and would ask those guys to hang in there and continue to turn up – we will succeed if we stick to it. Also, the more members that turn up means less work for individuals – many hands make light work etc.

One issue we had last time was lack of signs to pull people in from Marmion Ave, so I have asked Cory Pilkington to make another 6 signs for us, which this time we will have to pay for as we cannot expect him to keep calling in favors from his boss and friends as he has done up until now. He has done an amazing job and I would ask that you show your appreciation when you see him.

If ANYONE has any bright ideas as to how we can improve our marketing / advertising for future Markets, then please just go ahead, no need to ask me, all publicity is good publicity, so just go for it.

Once again we will need to ask for volunteers to assist Crawford in manning the BBQ at the market on Sunday. Please talk to him and offer your assistance as we cannot expect him to do it on his own.

### **BBQ.**

On the issue of BBQ's, yesterday Crawford and myself went to Welshpool and ordered our new BBQ trailer. We paid a deposit and hope to have it before Christmas. It will be much bigger than the other one we have ( 8 x 5 with tandem wheels), Oz Shutters reneged on their original offer to provide a roller shutter for the back of the trailer in return for free advertising, but in its place we will now have a 6' high drop down door on the rear which turns into a ramp to wheel esky's and other items up into it. It will also have one lift up side, a battery with LED lights inside, aluminum tool box across the drawbar, and brakes. It will also be useful when we have to move our gear up to Winton Rd as it is 6' high with external wheel arches so internally it is just one big box on wheels. It will also have a drop down shelf that will accommodate 4 of the trays we get our buns on x at least 3 trays high (a total of 12 Trays).

Regards  
John Spence



# Shed Activities and Projects



Pictured is a bush kitchen which was constructed for the Moolanda Child Care and Learning Centre. \$500.00 was paid to the shed for the kitchen.

Hopefully if the kitchen is viewed by other kindergarten and learning centres the shed may receive orders for more.

The two stools under the kitchen are for the littlies to stand on so that they can reach the bench top.



These two planter boxes made by John Fell were donated to the Hillarys Primary School



This garden furniture restoration for Isagenix added \$500.00 to the shed bank account. Paul Graham (pictured) spent many hours on the restoration which was a first class job.

The table alone was quite a heavy weight and was needed to be moved to another location at the home where it was delivered. John Summerfield organized four blokes to go to the home at Mullaloo to move it only to find that it had already been done. Anyway \$500 was handed over so the trip was worth while.

The Joondalup Men's Shed has and is actively engaged in its motto to serve the community and the pledge to make the community a better place by its contributions, not only by providing a safe haven for men and a private place for communicating and fostering friendship amongst other men, but extending their services in the community

## Who uses the JMS and why?

Median age 65 (youngest member 18. oldest member 85).

Perceived need for friendship in a place that affirms positive aspects of masculinity.

Men enjoy the lack of compulsion, opportunities for hands-on, productive activity, mentoring, socializing and belonging.

Men enjoy 'getting out of the house' (empty or shared with a partner).

Men's Sheds can provide a place for some men to start to talk about a whole range of life issues, including health and wellbeing.

## Community Services:

### **Child Protection Agency**

Safe House Hillarys Children's furniture.

Picnic tables for the Children and adults

Construction of interactive Dolls house for children.

### **Primary Schools in the Northern Belt**

#### **Mullaloo Heights Primary School:**

Construction of a chicken coop

run area for the chickens

#### **Mullaloo Primary School:**

Construction of a chicken coop

Garden Beds for the Children

Limestone wall free of cost

#### **Padbury Primary School:**

Picnic Tables for the children,

Organized building of Limestone wall

Brick Garden beds

#### **Mindarie Primary School**

Chicken House

Chicken Mahal

### **Education Department State wide Services**

Constructing Limestone wall

Laying foundation for the storage containers

Examination of property soak well

Maintenance of used furniture for the disabled and office

### **Padbury Community Kindergarten**

Construction of a fire engine for children

### **School Of Disability**

Constructing a catapult for the children suffering from cerebral palsy to play

### **Burbridge School Koondoola**

Multi-Sensory equipment for children with special needs

**Springfield Primary School, Mullaloo**

Building a cubby house for the children playground

**Ridgewood Primary School**

Constructing equipment for disabled children

**Mullaloo Community Kindergarten**

Help children with toys. City of Joondalup Sponsored

**Hawker Park Primary School**

Making Memory plaques.

**School of Special Educational Needs – Sensory's Lighthouse Ones**

Children were thrilled to visit the Men's Shed.  
"Building and construction" Theme

**Kinross Care Centre**

Order for a specific letter box for the facility

**Ocean Reef Primary**

Outdoor Playing facility for children

***Community Organizations:*****West Coast Community Shed (members of JMS)**

Labour free maintenance for single parent, Pensioners and members of community without financial means.

***Donation of machinery and materials to Various Men Shed Organisation:***

Koorda Mens Shed  
Gin Gin Mens Shed  
Lancelin Mens Shed  
Bindoon Mens Shed

**Ladies groups**

Facilitating Ladies to participate in shed activities as associate members. meetings at JMS premises on alternate Saturdays to learn wood craft.

**Lottery West premises Joondalup**

Maintenance

**Friends of Yellagonga Park**

Designing and constructing Owl breeding boxes to be installed in the Yellonga Park bird sanctuary

**Fremantle Council**

Maintenance and building for the council  
making weeding shovels for the council

**Masters hardware**

Helping in assembly of wheel barrows  
Children's PlayStation

**Wanneroo Regional Museum**

Constructing Red Cross boxes used by DIGGERS, for display to public

**Rotary Hillarys**

Toys for children  
collection of "bicycles for humanity" and dispatch to East Timor and Africa by Rotary

**Wanneroo Markets**

Making of vegetable display boxes

**Joondalup Markets**

Making of vegetable display boxes  
Burger serving platters

**Kingsley Tavern**

Chase the Ace for the Kingsley tavern

**Private order**

Sporting trophy display cabinet  
Making of signage 'HOPE' for the city's festival

**Australian Airforce Pearce**

Picnic tables for the Cadets at the Pearce airbase.



providing marshalers for the triathlon meet

### **Police W A**

construction of boxers for sniffer dog training

### ***Membership Services:***

#### **JMS Apprentice Program**

Plumbing Course for aspiring Plumbers

Training for woodworks and metal works for new members to enable them to participate in the workshop.

### **Health Talk and Education:**

Australia Hearing

Eye care

Basic Computer courses with introduction to basic Word documents, emailing, Virus protection etc

Computer courses for external members.

Talk on Dementia

Talk on Governments benefits for Mental Health

Ornamental Blacksmiths course

Smart Technology (Phones, Tablets, etc)

Wine Appreciation course

Lions Hearing clinic for members hearing tests

CPR and first aid training for members

Carers WA talk on Carers for family member

Birds of Australia

Weekly health and fitness classes for members

Cooking classes for members

Education and training for members on machines in the JMS

Health talk by Continece Foundation

Talk on Anxiety, Stress Depression and substance abuse

Talk on medicines by a pharmacist

Talk on home care for the elderly

Talk on project "LISTENING" on improving the Listening skills of individuals.

### ***Excursions and Entertainment***

Annual Christmas lunch for members and partners

Christmas in July celebrations for members and partners

Visiting Army Museum

Visiting Police Headquarters and training facility in Joondalup

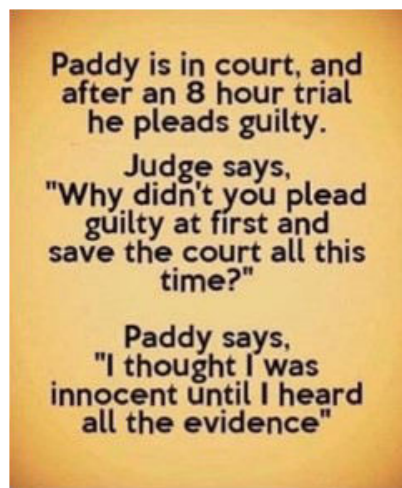
Members hobby day. Members displaying their products of their hobbies.

Talent exhibition

Annual Day excursions to tourist destination in W A.

*Research and report by Reg Luther*





### IT HAS BEEN SAID AGAIN AND AGAIN

"Please clean up after using the machinery"

Very often this aint happening as this picture shows.

Please do the right thing

and

# CLEAN UP AFTER YOU



Shedders listen to a Talk on Listening

On Tuesday 19th November



# 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**



# December Birthday Celebrations



Frank Antulov

Gary De Piazzzi

John Fell

Dave Fiorini

Barry Fitzsimmons

David Lockett

David Morris

Ashley Sullivan

*Birthday greetings to you all*



## 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@iprimus.com.au](mailto:sumtrade@iprimus.com.au)

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

Period	Week Start	Week End	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Weekly Total
Week 1	01-10-19	06-10-19	xxxx	46	32	28	15	0	0	121
Week 2	07-10-19	10-03-19	21	58	17	12	24	4	0	136
Week 3	14-10-19	20-10-19	25	48	33	29	25	0	0	160
Week 4	21-10-19	27-10-19	20	50	41	30	16	0	0	157
Week 5	28-10-19	31-10-19	23	46	34	25	xxxx	xxxx	xxxx	128
<b>Total</b>			89	248	157	124	80	4	0	
Working Days	23									
<b>Weekly Average</b>			<b>22.25</b>	<b>49.60</b>	<b>31.4</b>	<b>24.8</b>	<b>20</b>	<b>4</b>	<b>0</b>	702
<b>Total for the Month</b>	<b>702</b>									
Men per day	30.5									
Sat. 9th			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 October 2019

181

14 Associate members

## SPECIAL SAUSAGE SIZZLE



**Unfortunately we missed out on doing the sausage sizzle on New Years Day we were beaten to the post by another organization. Thanks to those shedders who volunteered their time for that day.**

# Hats Off



**TO**

**Colin Mellows**



Colin has been busy writing up a business plan for the shed. The business plan is required for obtaining grants etc. and contains risk management, corporate governance etc., all part of the business plan.

Great work Colin.



## ***Coming Farmers Markets***



**Joondalup Markets**  
**Saturday 7th December**  
**Stirling Markets**  
**Sunday 22nd December**

# **Sausage Sizzles**

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

Why not join the happy team of sizzlers, we seem to have the same group of blokes who do it every time. If you are a new member you would be most welcome to have a go. What better way to meet other shedders and get to know them. And this does not exclude longer standing shedders, give it a go chaps. The sizzle is run in two hour shifts so it doesn't take much out of your day.



### **Sausage Sizzle at Hare and Forbes**

Thursday 14th, Friday 15th and Saturday 16th saw some shedders holding a sizzle for H&F customers. H&F paid for all the sausages and buns. The company will be paying the shed \$500 for the service and we made over \$100 on drinks which were also provided. So a total of \$600 earned for the effort. They have asked us to do it again some time in March next year.

***Bunnings Joondalup***  
**Saturday 14th December**  
**2020**

**Friday 3rd January**  
**Saturday 24th January**



Thank you to all you blokes who have volunteered to help with the sausage sizzles throughout the year. We have the opportunities to run many more at Bunnings next year.

*Crawford MacLennan*

# 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 Shedders 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 Shedders 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 Sheddors 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 Sheddors 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 Sheddors 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.

Housekeeping

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.

**Appendix H. Job Sheet (Insert Job Sheet here)**

**Appendix I. Invoice (Insert Invoice here)**

*To be continued in December Bench Press*