



Katoomba Men's Shed
Building Better Blokes

Members Handbook

Introduction

The objectives of our Shed are to advance the health and well-being of our members by providing a safe and happy environment where skilled and unskilled men can, in the company of other men,

- Pursue hobbies, pastimes and interests
- Learn new skills, practice and pass on old skills
- Learn about their own and other men's health and well-being
- By their efforts, contribute to their families, their friends, the Shed and their community
- Mentor younger men

This small handbook for members includes some of the things you need to know and some suggestions on getting the most out of the Shed.

In case of emergency

- There is a first aid kit in the quiet room.
- There is a defibrillator in the quiet room.
- There are fire extinguishers in the quiet room, kitchen and workshop.
- Evacuate immediately if asked and go to the assembly area. Do not leave the area without telling whoever is in charge.

A few important things you need to know

As a member, you are welcome to visit the shed and use the facilities on any of the days the shed is open. Just roll up, fill the attendance sheet and pay the day fee.

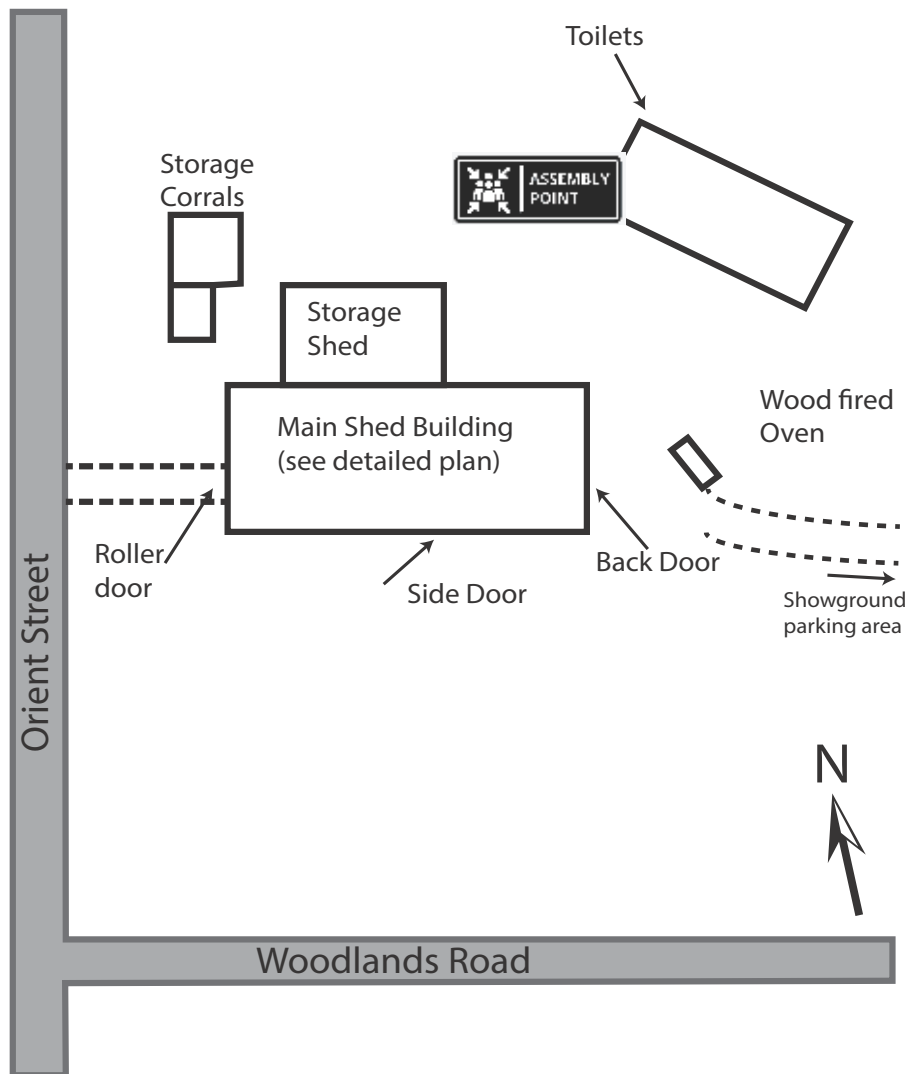
Normal hours of operation are 9:00 am to 2:00 pm, Tuesday to Friday. The hours and days may change and are flexible at the discretion of the Day Coordinator.

Management Committee

The Shed is managed by a Committee elected by the members at the Annual General Meeting. The Committee meets on the second Wednesday of each month at the Shed. As a Shed member, you are welcome to sit in on the meetings. Voting on contentious issues will normally be limited to the elected committee members.

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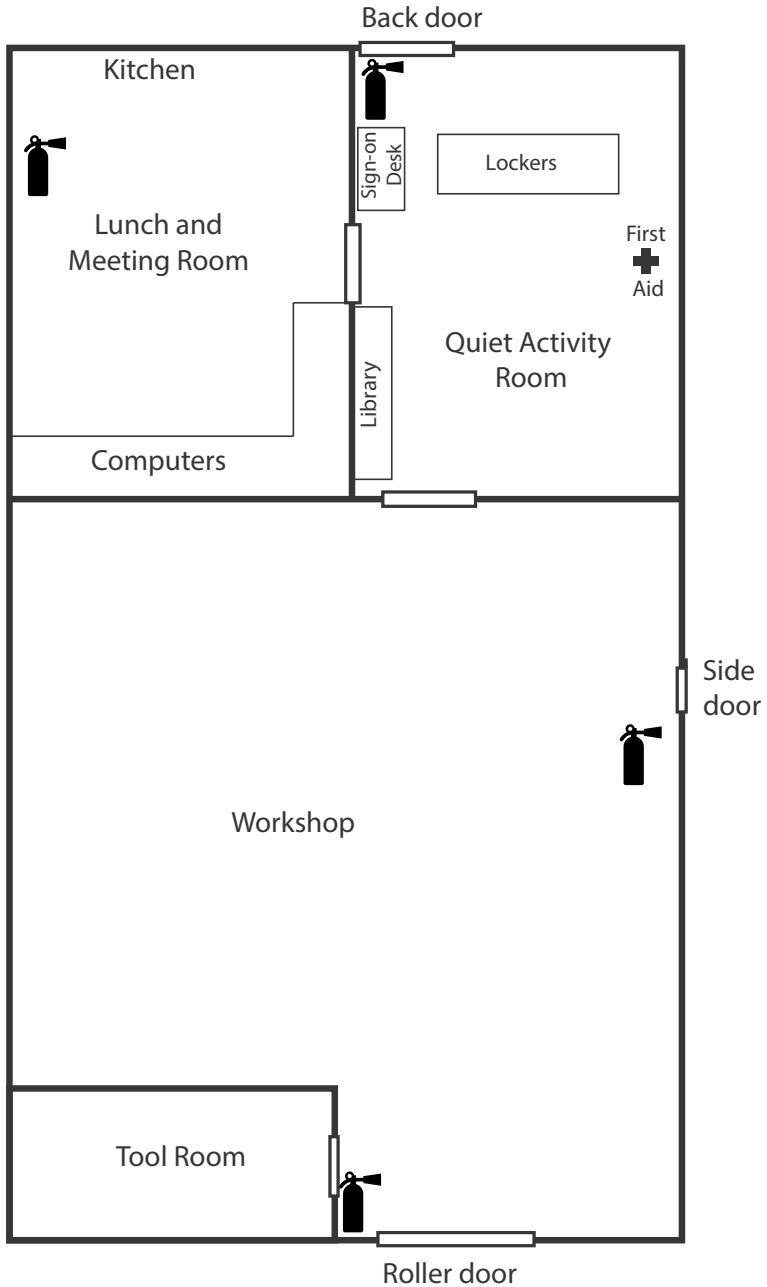
Site map of KMS showing the emergency assembly point.



Management Committee (continued)

The Management Committee operates within a constitution that lays down the rules for operation and management of the Shed. The constitution is available on the Shed website and also in hard copy at the Shed.

Layout of the Shed showing locations of first aid and fire extinguishers



Day Coordinator

The Day Coordinator is the person in charge at the Shed on any given day. The Day Coordinator has the full authority of the Management Committee.

There are also a number of other voluntary coordinators who help keep various aspects of the Shed running. If you would like to help out with one of these roles, please speak up.

Alcohol and drugs

You must not bring alcohol or illicit drugs to the Shed or the surrounding grounds nor should you consume alcohol or illicit drugs on the premises. Any person arriving at the shed obviously affected by alcohol or illicit drugs will be asked to leave immediately and return when not affected.

Computers

The Shed has a very well equipped computer facility, which is available to members and visitors. You can also bring your own laptop or tablet and connect to the Shed's broadband by WIFI. A few simple rules apply to the use of the facility:

- Don't make unauthorised changes to the computers or network.
- To avoid virus infection, only the authorised administrator is allowed to install software.
- Don't use any inappropriate material such as pornography or extremist literature while at the Shed.

Fees

Membership fees are due in January of each year. If you fail to renew before the end of March your membership will lapse. The membership fees cover insurance.

A 'day fee' also applies when you visit the Shed. If you attend more than two days in any given week, subsequent days for that week are free. Day fees cover the running costs of the Shed, including tea, coffee, biscuits, phone, Internet and maintenance costs.

First aid and fire

If you have not done so already, on your next visit please make sure you know where the first aid kit is located. It is on a shelf in the meeting room, and is located beside our defibrillator. It is important everyone knows where the first aid equipment is in case of emergency.

Kitchen

Tea, coffee and biscuits are provided and are freely available any time you want to use them. There is also a fridge and microwave available if you want to bring your lunch.

Please keep the kitchen area clean and tidy – we do not have a cleaner! Put any used plates and cups in the dishwasher. Maybe if the kitchen is looking the worse for wear you could volunteer to clean it up.

Library

A small library is available for the use of members. If you would like to borrow a book or other resource, just fill out the details in the book provided. It is strictly an honour system and we trust you to return borrowed items.

Lockers

Lockers are available to store your possessions while you are at the Shed. There are a limited number of lockers, but if you need to store something between visits, talk to the Day Coordinator.

Parking

We suggest that members park in the showground car park, behind the Shed. If you park in Orient Street, please be aware of the traffic and be considerate of our neighbours. In particular:

- Don't park on the downhill side of Orient Street – parking on both sides can obstruct traffic.
- Leave at least one car length each side of the Shed driveway.
- See the Day Coordinator before reversing into the driveway so any work near the roller door can be stopped.

Note: There was a serious accident in 2019 when a member lost control of a vehicle reversing into the driveway. The difficult access situation may have contributed to the accident.

Phone and printer

We don't mind members using the phone to make the occasional local call. If you make a long distance call, please make an appropriate donation to cover the cost.

The printer is primarily for Shed administration and Shed projects. An occasional printout or photocopy is permitted, but you should make a donation to cover the cost of any larger printing or photocopying jobs.

Projects

In addition to individual projects, members work on community projects, maintenance or development projects, fundraising projects and small projects for members of the public. If you intend to work on projects for personal profit you should talk to the committee first.

If you would like to join in some of the group projects, ask the Day Coordinator.

Materials for some projects are available from supplies kept at the Shed, including wood, and various screws, fittings and other odds and ends. Talk to the Day Coordinator if you need to use some of the Shed's supplies for your own project.

Remember that there is limited work space at the Shed, so try not to leave your projects on the benches. If you need to leave something to dry overnight, leave a note on it to say it can be moved the next morning. If you need to store a project between visits, ask the Day Coordinator about the best place.

Signing in

Please sign-in on arrival at the Shed, whether you are attending all day or just dropping in. This is an important insurance requirement.

Pay the nominated day fee (see fees).

We also request that you wear your name badge while you are at the Shed. This particularly helps new members to remember names.

Toilets

We use the toilet block within the Showground area. The toilets are locked, so you need to take the key that is kept on a hook on the end of a plate cupboard in the kitchen area. There are separate keys for the male toilets and the unisex (disabled) toilet. The keys are dwarfed by the tag – a large block of wood with a bolt through it. The tag makes sure the keys do not go home in your pocket!

Tools

Shed tools and equipment are primarily for use by members at the Shed. They are not intended to be an equipment library or an alternative to members buying their own equipment for use at home.

However, members are allowed to borrow some of the portable tools under some circumstances. The borrowing conditions can be found on the cover of the tools loan book, which is located outside the tool room.

Smoking

You are not allowed to smoke in the Shed or the surrounding grounds. If you need to smoke, ask the day coordinator to explain the places where you can smoke. You must dispose of cigarette butts and packets appropriately.

Workshop

We work safely in a manner that protects and promotes the health and well being of fellow members, visitors, volunteers and the broader community.

Our insurance requires that at least two people must be present at the Shed for any member to operate the workshop.

- Follow any instructions given by a workshop supervisor or day coordinator.
- Never use the workshop or operate any machinery or power tools if you are the only person at the Shed. This is an important requirement of our insurance.
- You must not operate any machines or power tools unless you have been cleared for the purpose by a workshop supervisor (you need only be approved the first time).
- Wear clothing and footwear appropriate for a workshop.
- Avoid loose-fitting clothing that could become caught in machinery.
- Wear fully enclosed shoes.
- If you see a safety problem – fix it or report it to a day-coordinator.
- Do not talk to or distract people who are using workshop machines or power tools. Wait until they are finished. If it is urgent, wait until you can safely interrupt.
- Clean up after yourself.
- Return tools used to their proper storage area and clean any machines, benches and work areas.
- Check and empty sawdust and dust bags and bins.
- Put your own projects away when you are not at the Shed.
- Benches are for working, not storing half-finished projects or materials.
- Report any faults, breakages or damage to the day-coordinator before leaving the shed.

Safety levels

Each member is allocated to a workshop safety level that determines what equipment they are authorised to use. Levels are set by a workshop supervisor after assessing the skills of the member concerned.

Level	Equipment
Level 0	No workshop use without supervision.
Level 1	Hand tools, including spanners, hammers, files, vices, handsaws, handplanes, chisels, garden tools and similar equipment.
Level 2	Hand held power tools, including hand-held power tools such as routers, drills, joinery tools, both corded and cordless.
Level 3	Basic workshop machines, including drill presses, bandsaws, belt sanders, bench grinder and thicknesser.
Level 4	High-risk machines, including panel saw, mitre saw, wood and metal bandsaws, wood and metal lathes, chainsaws, welders and other high-risk equipment. When a workshop supervisor is not present, members at this level are trusted to only use the machines they are authorised to use.
Level 5	Workshop supervisor must be approved by the Management Committee

Report incidents, near misses and problems

It's important that incidents and near misses are treated seriously.

- Report any incident or near miss to the day coordinator, or a committee member. They will determine if an incident report is needed.
- Take corrective action to prevent a repeat incident if this is feasible.
- If you find that equipment is broken or dangerous, make sure a suitable out-of-order tag is attached.
- Under no circumstances must you remove an out-of-order tag and use equipment, without first making sure that repairs have been made (in which case the tag should be removed by the person making the repairs).

Making the most of membership

In the long term, you are likely to get as much out of your involvement in the Shed as you put into it. The most worthwhile benefits of Shed membership come from you coming along and joining in with the other members.

The Shed does not work for everyone. But you have to give it a fair trial to know. Most of us will take a few weeks to become familiar with the people and the environment. Many friendships are formed within the Shed, but true friendships take time to develop. Research suggests it takes about 50 hours to move from acquaintance to friend. That would be 16 mornings spent together at the Shed!

We suggest that new members initially pick a day where things are happening that interest them, then come along for a month or so to get familiar with the place.

If you don't have an immediate project or interest that you want to pursue, there are some cooperative projects available that you might be able to join. Ask a Day Coordinators or Committee members.

Keep in mind that while we have a workshop right at the front of the building, the Shed is much more than just a workshop, and you can explore almost any area of interest that you choose.

Speak up if there is something you would like to do or if you think there is an opportunity for the Shed to improve its services. There may be others with similar interests to yours, and your idea could improve the Shed for everyone. Talk to the Day Coordinator or Committee member.

Ideally all members will contribute to the Shed in some way. It may be helping out with cleaning up, or doing the odd maintenance job. In the longer term the Shed needs members to step up into more active support roles. These include the various coordinators who buy the tea and coffee, keep the computers running, maintain and develop the workshop and other day-to-day tasks. Ultimately you might consider volunteering to serve as a Day Coordinator or member of the Management Committee.

Code of conduct

The Shed aims provide a safe, supportive and friendly environment for men to gather, volunteer, work, teach, learn and seek fellowship with other like-minded men.

As a member you are expected to:

- Be courteous to other people at the Shed.
- Maintain a friendly atmosphere at all times.
- Respect each person and their right to voice their own opinion, even if you disagree.

Aggressive behaviour is not tolerated under any circumstances. This means both physical and verbal aggression.

Departure from the Shed

The kitchen and workshop must be clean and tidy before leaving the Shed. Everyone who has been using the Shed is responsible for cleaning up at the end of the day – it is not the day-coordinator's job to clean up! The last person out will run through the end-of-day checklist and secure the building.

Authority

The Management Committee is in place to control and manage the affairs of the Shed within the rules contained in the Constitution. Be careful not to usurp the role of the committee by making direct decisions that should rightfully be made by the committee. You must not commit the shed to any project or expenditure without the specific approval of the Management Committee or an appropriate standing approval. Shed issues are taken to Shed colleagues first. If there is still a problem, report it to the Management Committee.

Not for profit

The Shed is a not-for-profit organisation and it may be illegal for members to make commercial gain or profit from their membership.

You must seek approval from the committee if you intend to privately sell any product or project made with Shed materials, tools or expertise. If you need to promote something on your own behalf, you must not use the Shed's name or incorrectly imply that the Shed may

benefit in some way. If you are using the workshop to make products to sell for personal gain you may not be covered by the Shed's personal accident insurance, which only covers specific volunteer activities. Shed resources are for all members, not for particular individuals.