



MEN'S SHEDS OF WA INC.

SHEDDERS GUIDE TO DISABILITY INCLUSION & PARTICIPATION IN A MEN'S SHED

2018

Written & Compiled
Chris Speight



Men's Sheds of WA

PO Box 663 WEMBLEY WA 6913

admin@mensshedswa.org.au

Josh & Brett restoring bicycles - Moora Community Men's Shed



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BACKGROUND

Preamble

These guidelines are as a result of a program initiated by the Men's Sheds of WA (MSWA) - formerly the Western Australian Men's Shed Association (WAMSA) and funding from the Disability Services Commission.

MSWA is a not-for-profit organisation that aims to offer *every* Western Australian man the opportunity to join his local community "Men's Shed". Currently over 1000 Sheds operate in communities throughout Australia to provide their members – Shedders, the opportunity to share in the proven health and wellbeing benefits that they can expect to experience when regularly attending their local community Men's Shed.

The aim of this program, which commenced in April 2017 and ran until February 2018, was to first assess the number of men with disabilities participating in Men's Sheds, then to research how best those numbers could be grown. The original emphasis being on increasing both the quality of the experience and the number of men with a disability participating in Men's Sheds.

Working with the sponsor of this project – Visibility WA, MSWA came up with a suite of key objectives (listed below) considered achievable outcomes towards increasing participation in WA Men's Sheds. So that the broader findings of the program, would then feed into these guidelines.

- a) Assist disability service providers to start a Men's Sheds
- b) Assist Sheds to distribute success stories
- c) Document case studies involving beneficiaries/family/carers
- d) Presentations at MSWA conference and Zone meetings
- e) Organise MSWA participation in Disability Awareness Week
- f) Prepare Guidelines for Men's Sheds to support men with disability
- g) Determine current participation rates.
- h) Monitor Increased participation of men with a disability in Men's Sheds
- i) Raise Shed awareness of the benefits of inclusion and participation
- j) Advise Men' Sheds on the integration of men with a disability as members
- k) Develop partnerships with disability service providers aimed at referring clients to Men's Sheds

The Outcome

A dual approach was taken, where a combined survey/study was developed and used to not only determine current participation rates, but to also interview 10 Sheds already known to be successfully providing disability support to their members. The results of which are published in a separate survey report - *The Men's Shed of WA Disability Survey Report*. The second part was used to implement the key objectives and, in doing so, gather valuable research data over the term of the project.

The Imperative

An important finding from the program's early research changed the original emphasis where it became apparent the eldest group of WA Shedders - being aged 66 and older, faced some unforeseen challenges ahead.

In 2016 a survey commissioned by MSWA had already established that this oldest group of Sheddars represented over 2/3 of all WA Shed members. Moreover, the year after, this same age-group of WA men were recognised within the national census as expecting to have a 5 -fold increase in their chances of developing an age related disability by 2036.

When considered with another major project finding - recognising the need to raise the general awareness of Sheddars towards disability inclusiveness and accessibility, and already the intended focus of these guidelines, this news created a new imperative to broaden that focus. Thus, it became necessary to weave this new imperative - to consider age-related disabilities, into the guideline's narrative.

So, the third chapter includes far more advice on how Sheds need to better manage age related disabilities. Particularly focusing on the most common conditions that current older Sheddars will be prone to developing, which - as they progress, will become disabling. Looking at early "hidden" symptoms in these types, which, without being alerted to, could cause harm to other Sheddars and their Sheds.

Despite this additional imperative, the essential imperative of these guidelines remains the same:

Whenever a man presents with a disability at his local Men's Shed - be he old, young, new or an existing member, he can be certain he will not be turned away nor marginalised. He will be supported and he will belong.

Who will use it?

Whilst the document will be of interest to anyone involved in disability support within a Men's Shed, these guidelines are expressly aimed at the individual Shedder and his Shed.

How will it be used?

Initially the Shedder is encouraged to question how receptive his Shed is to disability in terms of the 3-key aspects presented in the flowchart on *Page-VII - Men's Shed Disability Pathway*, which are *culture/facility/participation*.

By then using the *3-step process* - on *Page-iv* of this manual, he can then assess if his Shed needs to do better and what, out of the 3-key aspects, they need to improve on.

The guidelines also advise how he advocates for such changes in his Shed and, once successful, the Shed is then invited to use the *Skip/Defer/Tackle* challenge - also on *Page-IV*. Enabling them to work through the reforms/changes needed to achieve an optimal level of their disability access, inclusion and participation.

Potential obstacles to take-up

Even though a key aim of these guidelines is (wherever possible) to encourage Sheds to participate in the *Pathway* independently, there are two exceptions, where each need to be approached collectively:

1. **Disability Access Funding** – A major component of the *Pathway* process is to advise Sheds on how to plan/implement their own facility's disability access infrastructure program. For those Sheds operating from older buildings – often the smaller country Sheds, upgrade costs are likely to run into tens of thousands of dollars, which, of course, without assistance, smaller Sheds can least-afford.
2. **Shedders with hidden disabilities** – To avoid the real risks to a Shed's safe operation associated with the growth in current Shedder numbers predicted to succumb to hidden disabilities that - if not disclosed early, will result in problems to themselves and their Sheds, advice herein is presented to counter those risks.

This manual provides a suite of strategies and initiatives that - when rolled into a suitable awareness campaign and presented to Sheds in the correct manner, will better inform all Shedders as to the genuine benefits of early disclosure of hidden disabilities. Not only leading to improvements to the lives of Shedders directly affected, but also creating safer shared workspaces for all Shedders, who - being alerted to this problem, will be better informed on how to provide improved support.

How it Works Summary

Using the one-page flowchart - *Disability Inclusion and Participation Pathway*, on Page-VII, the reader is encouraged to consider if the 3-Key Disability Initiatives of the *Pathway* in *his* Shed are currently satisfactory in terms of:

- The Culture is inclusive
- The facility is Accessible to all
- Participation is optimised

Using the *Pathway* as a Flowchart the reader can also navigate to whatever parts of this manual his Shed needs to improve on by taking any of the following actions

- Skip - if already in place/achieved
- Defer/postpone – if unable to tackle (& periodically review this decision)
- Tackle – by following the advice as laid out in this manual.

If accessing this document electronically the reader has the additional option of going in and out of the various manual sections via the *Pathway* by clicking on each of the page numbers listed in the Reference Page column

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In both these cases and when confronted with the processes presented in this manual, Sheds may simply be too overwhelmed to attempt to buy-into the *Pathway* individually, choosing instead to do nothing.

Collective Approach

However, if collective-incentives are provided on a state-wide basis, then Sheds are far more likely to buy-in to this *Pathway*. Incentives like the provision of funding for the upgrade of disability infrastructure in Sheds, along with an educational campaign, tailored to inform Shedders of the many benefits of “early disclosure” of a hidden age-related condition.

Initiating Collective Process

For this to occur, this manual must first empower each Shedder to act, drawing his attention to these and other such issues and alerting him of the perils if ignored. Encouraging him to instead share such findings with his fellow Shedders, so, together, they can act well before it is too late to do anything about them.

It is then expected that once broader acceptance of this *need* is recognised in Sheds across the State, it will become a topic for group discussion at their respective zone-meetings and, if considered relevant, will be brought to the attention of the state governing body. There it will be determined what, if anything, needs to be done to ensure the necessary steps are put in place for Sheds to adopt these guidelines.

In the *Recommendation* section, on *Page-V*, are suggestions on not only how these two obstacles are dealt with, but also other matters raised throughout this manual.

Conclusion

Advice provided in these guidelines on how a Men’s Shed manages to increase participation and inclusion of Shedders/men with disabilities into their community Men’s Sheds will indeed challenge the status quo of many Sheds.

However, given the potential imperative to manage an aging population of WA men who are already represented in 2/3 of WA’s Men’s Shed members, these guidelines could also be the potential life-line for those Sheds willing to embrace them and be the saviour for those communities they seek to serve.

DEFINITIONS

Shedder	A financial member of Men's Shed
Fellow Shedder	(Unless otherwise stated) an able-bodied Shedder.
Shedder with a disability	Same as above who is also affected by one or more disabling medical condition that impairs his equitable participation in his Shed; requiring him the understanding/support of his fellow Shedders in order to overcome those impairments.
Shedder with a hidden disability	Same as above, where the condition is outwardly unnoticeable to anyone observing him.

ABBREVIATIONS

1:1 Carer	A one to one disability carer/support person
ABS	Australian Bureau of Statistics
DAUP	Disability Access Upgrade Plan
DAIP	Disability Access & Inclusion Plan
DLGWA	Department of Local Government - WA
DPIG	Disability Participation and Inclusion Guidelines
DRC	Disability Reference Committee
DRG	Disability Reference Groups (see Ref 2.2 for more detail)
MSWA	Men's Sheds of WA
PPE	Personal Protective Equipment
MS	Multiple Sclerosis
MD	Muscular Dystrophy

RELATED LEGISLATION & ASSOCIATED DOCUMENTS

- Men's Sheds of Western Australia Disability Survey Report 2017
- Australian Standards – Design for Access and Mobility (AS 1428.1 / 2001)
- Disability Discrimination Act 1992 - Western Australia
- Disability Service Act 1993 – Western Australia
- Equal Opportunity *Act 1984* – Western Australia
- Resources for Men's Sheds from WA Men's Shed Association Strategic Business Plan 2017

RECOMMENDATIONS

Title		Summary	Reference
1	Disability access infrastructure fund	<p>A centralised WA Men's Shed fund be created/established to run in accord with the Disability Access Upgrade Plan (DAUP) program presented in this manual.</p> <p>Further, given the greatest benefits from this program will flow to the WA communities that Sheds aim to serve, it is most advisable that the Men's Sheds movement in WA – through MSWA, seeks to form community alliances to raise/administer the funds for the term of the DAUP 6-year program (07/2018 to 06/2024).</p> <p>Whilst there are many community partnering opportunities, it is strongly advised the Department of Local Government (DLGWA) be approached first. This is because there are mutual benefits to local councils who often lease out and own the facilities that their local WA Men's Shed operate from. Being already compelled to by law to providing disability access within all their buildings built after 1993, it is considered DLGWA would recognise the broader benefits to them and their communities.</p>	2.0/page 7
2	Disability awareness campaign	<p>A state-wide "roadshow" that offers all WA Shed's the opportunity to participate in this program, aimed at raising awareness on the impact that age-related disabilities are expected to have on Shedders, in accord with the advice provided in this manual.</p> <p>Incorporating a range of initiatives where advice/awareness focuses on early detection/treatment/disclosure of the six most common medical conditions that will impact on many existing Shedders within the next 10 years and beyond, potentially causing disability. Conditions that - If not detected early, are often proven to result in reduced quality of life for the sufferer and - in the case of Shedders, elevated safety risks in their Sheds.</p> <p>Intended to be a joint-venture between the six key advocacy-groups of those conditions presented in this manual, where each will be invited to provide a representative to take part in the program, with potential for testing/screening services as well as educating/advocating. The number could be broadened or be varied to suit local requirements, particularly in country areas.</p>	3.3 / Page 28 Table 1 / P20
3	Competent Carers	In the next 2 years, and in accord with this manual, it is advised Sheds consider a shared approach to improving the competency of 1:1 carers who support Shedders with disabilities. By developing (or adopting)/using an agreed level of competency standards.	3.6/page 36

4	Incentives to participate in the program	Beyond the obvious beneficiaries of these guidelines being adopted by Sheds, there are several parties – such as Insurers, disability service providers and local community interest groups, who may well have an interest in sponsoring the program. Such as a one-off incentive where an insurer reduces a Shed's premium in recognition to those Sheds completing the <i>Pathway</i> . Or, even, an ongoing incentive for those Sheds who can demonstrate – through an appraisal process, adherence to it.	N/A
	Annual on-line Disability survey	Other than minor changes to age monitoring, each year, same Shed survey be repeated as was conducted in 2017 for the next 5 years. To increase participation/take-up it is further proposed all respondent go into a draw for a \$100 hardware voucher.	N/A

INTRODUCTION

This manual aims to advise the reader on how to optimise opportunities for improved inclusion & participation of a Shedder/Man with any kind of disability to actively take part in his local community Men's Shed. This could be a man with an existing disability who wishes to join his local community Men's Shed, or an existing Shedder who develops a disability in later life whilst participating in his local Men's Shed.

Whilst intended to be used by anyone involved in the participation or support of Sheddars/Men with disabilities in the Western Australian Men's Shed movement, it is written specifically with individual Sheddars in mind who may wish to ensure these worthy aims are being upheld in their Shed.

How it works

The manual is structured around the 3 flowcharts on *Page-2* – referred to as *The Pathway*. These provide an overview of the complete process that Sheds are advised to work through to ensure their disability support effort is optimal.

3-step Process

After reviewing the advice in this manual, the Shedder is invited to question *if* the statements in the following 3-step procedure are true when considering disability support in his Shed:

Step-1:

We do have an *inclusive* culture

Step-2:

Our facilities are *accessible* to *all*

Step-3:

We have optimal *participation*.

If *no* is the answer to any of these statements the Shedder is urged to follow the advice in the manual to garner the support needed from his fellow Members to have their Shed commit to the process.

The Skip/Defer/tackle challenge

Once a Shed starts the process and by comparing each bannered statement within the *Pathway*, they start to apply these actions to each of the sub steps.

➤ Skip

If already in-place/and/or achieved

➤ Defer

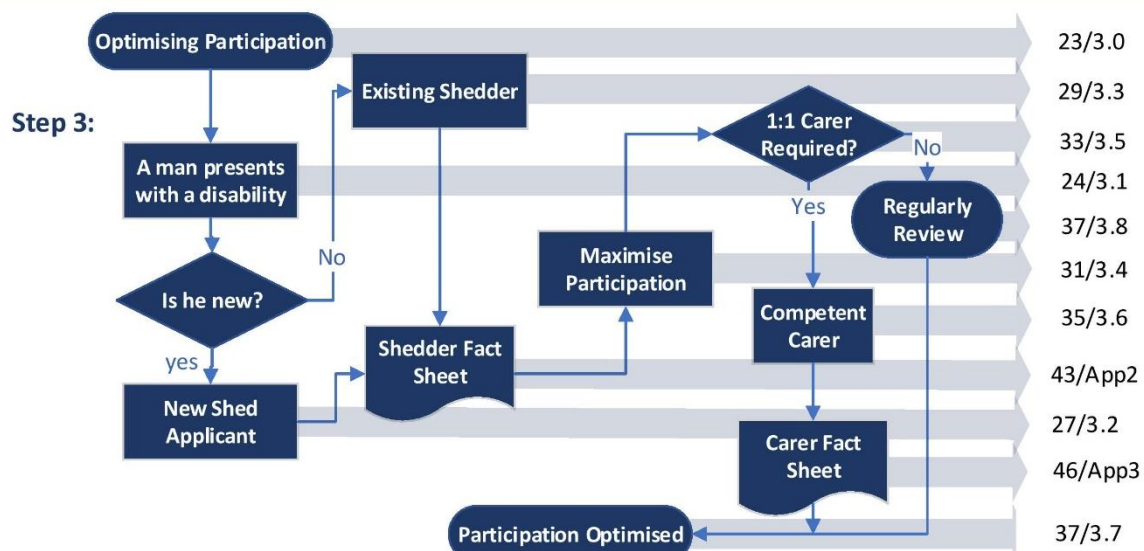
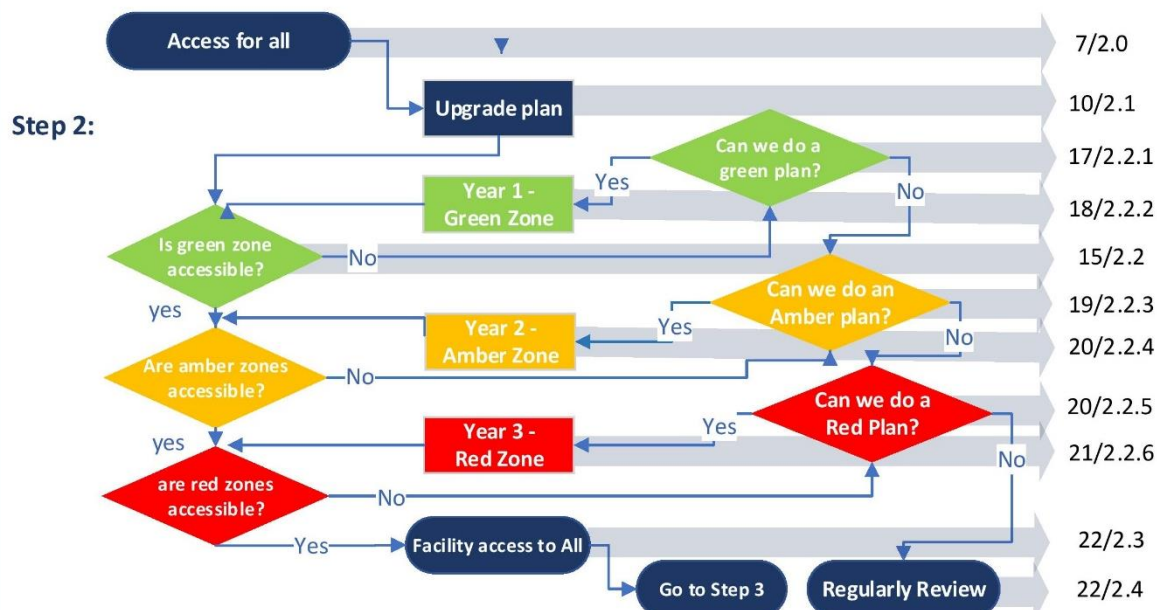
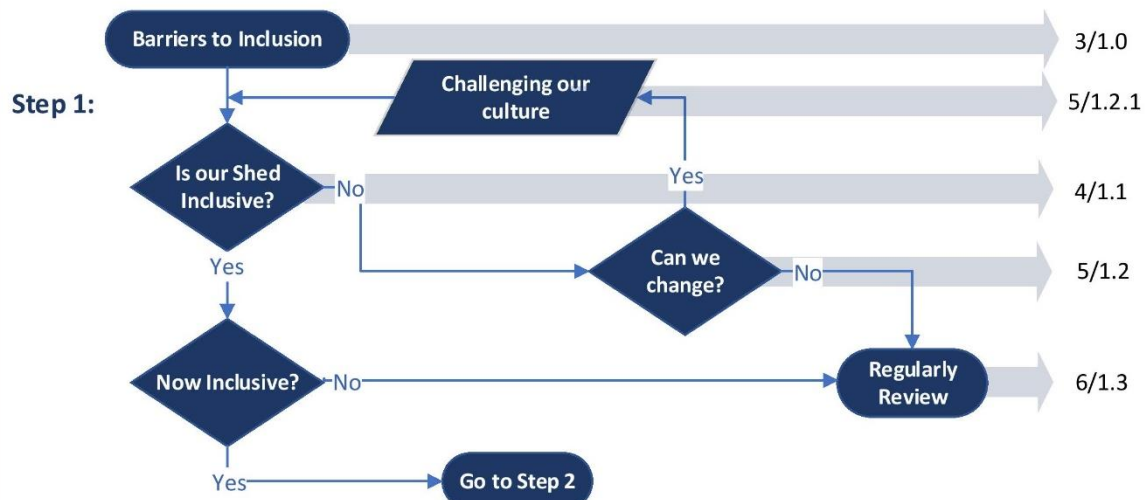
If unable to tackle currently & periodically review

➤ Tackle –

By following the advice as laid out in this manual.

If accessing this document electronically the reader has the option of going in and out of the various manual sections via the Pathway flowchart by clicking on each of the page numbers listed in the Reference Page column.

Page/Section



1.0) STEP 1 - BARRIERS TO INCLUSION

Sheds already abiding by the Men's Shed founding principles are bound to have the key elements of an inclusive culture and the best way of learning how culturally inclusive organisations are is to just check their joining rules.

If an applicant is invited to *self-nominate* and there are no reserved rights to refuse membership, then the organisation probably has inclusive intent, which was clearly the aim of the founding Men's Shed motto.

Encouraging men of all ages to meet and establish a mutually rewarding and non-threatening social environment without prejudice or discrimination

However, according to this project's research 25% of WA Men's Sheds currently use membership rules that have inequitable overtones, not only contradicting the intent of the Men's Shed movement, but, if used in any way to discriminate, goes against the principals of the WA Equal Opportunity Act.

So, unless an oversight, or good cause is shown, if your Shed uses inequitable joining rules, it should move to make them inclusive.

Further, even though 75% of Sheds appeared to have inclusive intent, there may still be barriers within Sheds that can alienate Shedders/men with disabilities that need to be removed that fall into 2 categories:

1. **Physical Barriers** - There are 2 types

- **Immovable Barriers:** Facility infrastructure such as entrances (doorways) / approaches (floor/terrain) that need modifying.
- **Movable Barriers:** obstacles that get placed within a frequented area of a facility and/or its surrounds that are often a result of poor housekeeping in workshop environments or a deliberate tactic to exclude access.

Both these barrier types restrict/exclude access to those with mobility and/or sensory impairments using ambulation aids to assist them move in/around a shed with equal independence to that of their fellow Shedder.

Aids - There are two types of assistive aids:

Fixed infrastructure

- tactile floor indicators
- ramps/rails
- signage

Personal items

- walking sticks
- walking frames
- wheel-chairs and other such as mobilised scooters/buggies.

2. **Cultural Barriers** – hidden and often subtle forms of member-resistance to disability participation.

1.1) IS OUR SHED INCLUSIVE TO ALL?

Whilst dealing with removal of physical barriers involves making alterations to facility infrastructure and is adequately covered in more detail in *Step-2* of this manual, this section offers advice on identifying/averting behaviours that create cultural barriers amongst the general membership.

Identifying Cultural Barriers

Primarily these are invisible, but there can be physical movable barriers too – such as when the additional floor space within a disability access toilet is used to store equipment; or when frequented workshop pathways are deliberately cluttered with tools and equipment.

Invisible barrier-building

An example of this within Sheds often occurs as numbers of Shedders/men with disabilities start to grow and create safety concerns amongst certain members. Safety in Sheds is paramount, but can be overplayed to validate barriers to inclusion. Whilst there are many examples, the creation of a “safe” space that separates Shedders/men with disabilities from their abled bodied counterpart is probably the most common and divisive. Another example of separation often creeps into a Shed when able bodied Shedders validate their use of disabled parking bays by arguing “there are no disabled Shedders due in the shed today”.

In all examples and as he is discouraged to participate in the same time/space as his able bodied counterparts, the Shedder/man with a disability becomes increasingly marginalised. As a result he becomes less likely to share in the same health and wellbeing benefits any Shedder expects to get when he regularly attends his local community Men’s Shed and will eventually become disheartened, attend infrequently and eventually leaves the Shed.

Further, Sheds that are not across this barrier-building culture risk broader disunity that will also result in membership decline. Something our Men’s Shed founders were very aware of when they wisely adopted the moto - *shoulder to shoulder*.

Breaking down the Barriers

So, whenever the following terms are used to validate opposition to disability inclusion in your Shed, there are cultural barriers:

- Improved safety
- For the good of the Shed
- For his own welfare/benefit/safety
- We don’t have the space for painted walkways

Be assured, if unchallenged, cultural barriers will go up and attendance of Shedders/men with disabilities will go down.

1.2) THE IMPERATIVE TO CHANGE

Preamble

It came as no surprise when findings from a 2016 survey conducted on behalf of Men's Shed of WA identified two thirds of WA Sheddors (over 4000 members) were aged over 66. However, as seen in *Figure-1*, from the 2016 Australian census a far more surprising ABS statistic predicts disability rates (referred to as core activity needs) amongst this oldest group of WA Sheddors is expected to rise considerably.

So as these elder Sheddors age over the next decade and some develop disabilities and as learnt in *Section- 1.1* - whenever Sheds tolerate barrier-building cultures against Sheddors/Men with disabilities, a decline in their attendance follows.

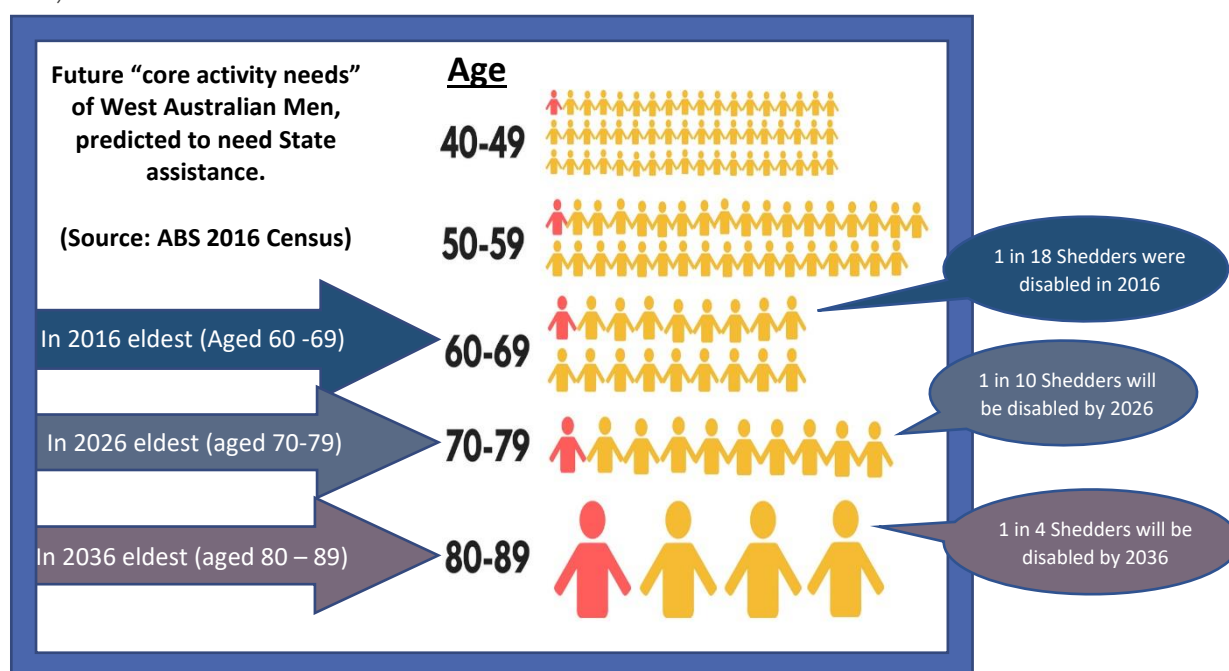


Figure 1 -The Impact of age-related disabilities on Sheddors

Whilst the broader imperative is for *a//WA* Men's Sheds to start preparing for this problem now by adopting and following these disability guidelines, the ultimate imperative is for every WA Shedder to ensure cultural barriers never develop in their Sheds in the first place.

1.2.1) Challenging Our Culture

Preamble

Consistent with the overall aims of these guidelines, here advice is provided to the individual Shedder. In this instance on how to:

- i. challenge his Shed's culture in relation to attitudes towards age-related disability
- ii. challenge his Shed's culture when he feels his fellow abled bodied Sheddors are reluctant to share their Shed with any (or more) Sheddors/men with disabilities

Denying disability

There are many age-related disabilities that Sheddars will succumb to that – particularly in the initial stages – have no outwardly noticeable signs. Even though dementia, diabetes, Multiple Sclerosis and Dystrophy will, at some point, render a person chronically disabled and can expect to result in premature death, early symptoms can ironically go outwardly “hidden”.

Given that over 2/3rds of the current WA Shed members are now aged over 65, they can expect a 5 fold increase in their chances of developing a disability within the next 18 years.

Particularly in a Men’s Shed though, Sheddars often share space/time/activities that afford valuable opportunities to get to know each other well enough to recognise when a fellow Shedder is “not his usual self”. This situation is unrivalled in terms of other social pursuits men are likely to share in.

Yet too often when a Shedder is displaying and experiencing the early effects of dementia for example, for whatever reason, when he is in denial, disclosure is delayed. And even though his fellow Sheddars may well notice (and possibly discuss amongst themselves their suspicions), that created opportunity for early disclosure/treatment is too often lost.

Even though his Shed has created *unrivalled* opportunities for the Shedder to disclose symptoms that, when treated early enough, are proven to lead to better outcomes for himself and his Shed, denial often leads to far worse outcomes.

Advocate Change

If you believe your Men’s Shed needs to rethink its culture – even if only to the point of becoming disability inclusive, then here are some tips on how to advocate for that change.

- Print off this manual’s summary and leave it on the tea-room table
- Ensure any reference to how the entire document can be accessed is highlighted.
- Bring this document to your fellow Shedder’s attention.
- Initiate debate on this matter at informal Shedder gatherings (i.e. at morning tea).
- Encourage those opposed to increased inclusion to take the wheelchair challenge*.
- Initiate an excursion to a Men’s Shed known for its disability inclusiveness.

The longer term aim here is not to be confrontational. It is to encourage more formal debate amongst your fellow Sheddars until the matter becomes an agenda item at Member’s Meetings. In the hope that a cultural shift will occur and disability inclusion will become more a part of your Shed’s culture as you adopt the advice of this manual.

* Instead of walking around the facility as would normally occur, the challenged Shedder uses a wheelchair or walking frame for this purpose. Attempting to participate in his usual activities/routine to determine how inclusive the Shed’s access is.

1.3) REGULARLY REVIEW

In accordance with the concluding comment in Step-1 of the Disability Pathway, in spite of whatever inclusive-order exists in your Shed at any given time, it will be subject to change and should therefore be periodically reviewed.

As members come and go and even as Shedders age, there will be a continual potential for attitudes to shift towards and away from inclusive behaviour. So, ideally, it is most advisable for Sheds to agenda disability inclusiveness as a standing-order at their AGM. By putting the question - Are we currently an inclusive Shed?

BEWARE: Prior to spending money on physical access it is important that an inclusive culture has been developed, otherwise your efforts are likely to be a waste of money.

2.0) STEP 2 - ACCESS FOR ALL

Preamble

The advice contained in this Section is intended for Sheds whose facilities/premises are not subject to any government ownership rules in regards to mandatory disability access standards. So, if a Shed's facility is subject to any form of government ownership - local, state or federal, it may fall to the owners to be responsible for any disability access improvements/upgrades. (See also Recommendations)

Requiring them to conform to the current Western Australian Disability Access Inclusion Planning regulations (DAIP 2015 to 2020), with the expectation the owner will need to develop and implement a facility DAIP strategy. Further, any works associated with any disability access upgrades of the facility will be at the owners cost.

So, before considering participating in this section of this manual, it is essential for any Shed membership operating from a government owned facility, to confirm if the buildings/premises are subject to the DAIP 2015 to 2020 regulations or not. First approach the owner then, if dissatisfied with their response, seek clarification from an authorised disability service access company (See *Useful-Links* (Appendix 8, Page 46).

Due to his disability, whenever a Shedder can't freely access all places and spaces within a Men's Shed that his fellow able-bodied Shedder can; the barrier(s) that restrict equitable access for all Shedders should be removed

Background

Earlier in *Step-1* we learnt that disability amongst WA's current oldest Shedders is set to rise. So as this cohort of 4000 strong Shedders continue to age over 10 years approximately 400 of them will succumb to some form of age-related disability.

From a 2017 audit on 10 Western Australian Men Shed facilities regarding disability accessibility, none were considered compliant on the day. Further, it was deduced that it is likely at least 40% of sheds across the state were likely to be less than 10% compliant.

A disturbing finding particularly for those 400 current Shedders expected to develop disabilities over the next 10 years, who, without a state-wide effort to improve facility accessibility, may be forced to leave their Sheds much sooner than they otherwise would. Something no one wishes to see happen.

Access for All

Given the overall aim of this manual is to advise Sheddors how to increase inclusion and participation of Sheddors/men with disabilities into a Men's Shed, the following is a comprehensive program advising Sheds how to improve their accessibility.

Figure 2 - disability access upgrade plan (in summary)

	UPGRADE PLAN	INDICATORS	MEANS OF VERIFICATION	RISKS / ASSUMPTIONS
Goal	We will invest in our facility to ensure any physical obstacles to disability are removed. Having the necessary infrastructure modifications in place to ensure a Shedder/man with any kind of disability can equally participate in the core activities within our shed. Working shoulder to shoulder with his fellow Shedder, thus sharing in the same known benefits <i>all</i> men expect to experience when regularly attending their local Men's Shed.	Increased opportunities for Sheddors/Men with disabilities to participate in more activity based projects. Sheddors/men with disabilities improving their skill levels	Outcomes from periodic surveys of Men's Shed facilities Monitoring the "Access for All" take-up at MSWA Zone meetings/conferences. Increase in community interest/support for the Men's Shed movement	Cultural barriers remain or re-emerge due to lack of impetus from committee/zone/association. Not enough commitment and leadership needed to implement/continue the hard work towards Access for <i>All</i>
Outcome	An agreed 3 year funded facility upgrade plan (DAUP plan to commence June 2020. With the aim of progressively improving our disability infrastructure to increase our capability to accommodate and cater for the anticipated rise in the number of Sheddors with a disability wishing to actively participate in our Shed. In anticipation that 2/3 of our existing Sheddors will have a 1 in 3 chance of developing a disability by 2030.	Floors, walkways and entry-points in/around facilities become less obstructed/cluttered. Compliant line-markings are in greater use in high foot-traffic areas and floors within riskier activity zones are rendered smooth with non-slip surfaces throughout.	Regular improvements to disability compliance standards are being achieved.	Funding & resources needed to implement a plan are unable to be found. Key stakeholders are unconvinced of the community benefits
Outputs	1) Increase in participation of Sheddors/Men with disabilities particularly in traditional core workshop activities. 2) Providing a more conducive environment for aging Sheddors with developing disabilities to enable them to continue participating in core workshop activities.	1) Our Shed's infrastructure will be upgraded/modified in pace with the increased activity of Sheddors/men using ambulation aids within it. 2) As shedders age and infirmity amongst them increases they are adequately supported/resourced to ensure all Shed zones are accessible to them	1) Temporary obstacles, once common place within Amber/Red Zones, are no more. 2) Disability support aids, such as specialised seats, hand rails and adjustable benches are situated by machines that Sheddors with disabilities can use safely	1) Prohibitive barriers – be they cultural or physical are tolerated by Shed management. 2) Inadequate support from internal/external carer groups/organisations due to poor programming
Activity	1) Disability-friendly modifications to tools, benches and equipment 2) Implement long term disability friendly tool/machinery acquisition programs..	1) Evidence of continued effort by rank & file Sheddors to overcome permanent and temporary obstacles. 2) Sheddors with disabilities using machines in adequate safety unaided	1) Prevalence of improved unaided disability participation within the riskier shed zones 2) Same as 1	1) Potential to compromise safety standards if correct protocols are not followed. 2) Contingent on local suppliers and manufacturers being willing to stock/make them available.

Figure 2 - disability access upgrade plan (in summary)

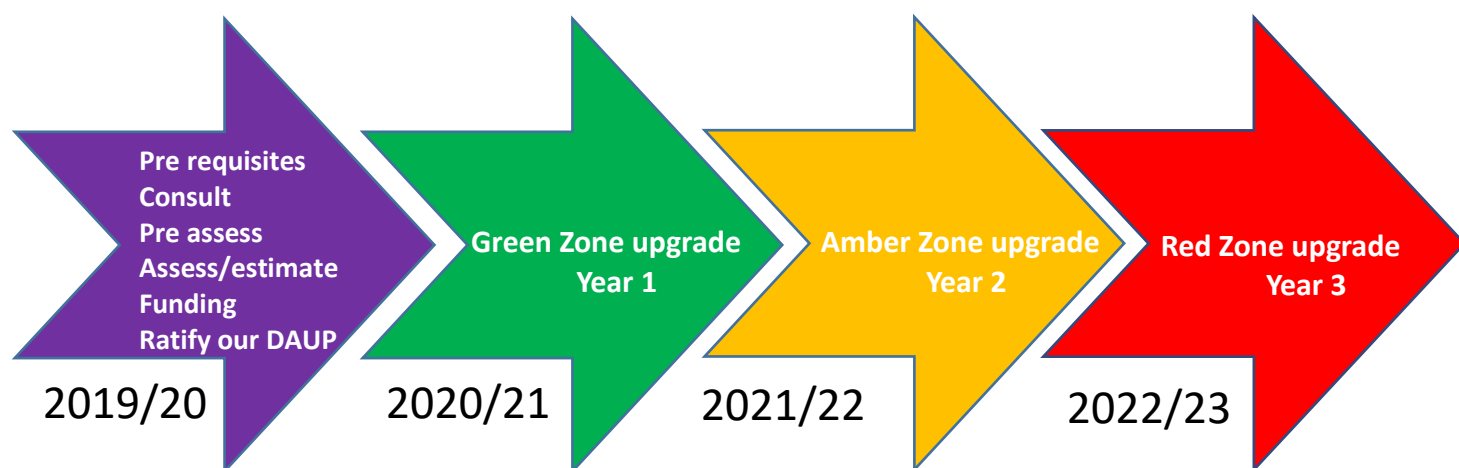


Figure 3 - disability activity upgrade timeline

Program Attributes -

- ✓ A structured process of identifying/overcoming all barriers to access.
- ✓ A clear pathway to ensure the 4 key deliverables summarised in column 1 of the matrix in *Figure-2* are achieved.
- ✓ Advice on where to source the necessary support/advice/funds and to commit to such a program
- ✓ A process to create, progress and complete a *Disability Access Upgrade Plan* (DAUP) in *Step-2.1*.
- ✓ The structured timeframe as presented in *Figure 3*

Then, irrespective of how, when or why a Shedder with a disability presents in their Shed, he will not be compelled to leave because of his condition.

Participation criteria

Firstly, Sheds must consider carefully if they are eligible, willing and able to participate in the *Access for All* program? Being an initiative of Men's Shed WA, it is important to note this program aims to help all WA Sheds ensure their shed facility is accessible to all.

Then, Sheds are advised to follow the guidelines outlined in this section and use the framework for participating Sheds to create/work through their Shed's Disability Access Upgrade Plan, just as long as their Shed's committee have:

- ✓ If applicable, written confirmation from the facility's owner
- ✓ Established either a steering committee or co-opted a suitable member who
 - Have already read and understand these access for *all* guidelines
 - Are considered competent and committed to the process and
 - are aware and committed to the anticipated maximum timeframe of between 3 & 6 years

Non-participation: In the event any Shed membership decides not to enter into this program they are advised to record such a decision in their member's meeting minutes at the time and periodically review the decision by:

Making the following "Standing Order of business" at future Annual General meetings, so the decision is consciously reviewed by the members.

2.1) DISABILITY ACCESS UPGRADE PLAN (DAUP)

Introduction

Whilst participating Sheds will be expected to draw up their own plans, to ensure consistency – particularly for assessing, reporting and monitoring purposes, they should aim to incorporate any of the common elements outlined within this section of the manual. So throughout this section whenever a written guideline / illustration / recommendation/advisory note is prefaced by a ☒ (if applicable to your plan), for consistency sake, please ensure these same formats/processes are replicated, as per the manual, in your plan.

Further, before the plan can commence and with reference to the pre-requisites outlined in the 2019/20 section of the Timeline in *Figure 3*, there are 4 important steps to deal with first and this therefore assumes those steps, outlined in subsections 2.1.1 to 2.1.4 (below), have been completed already.

Key plan elements

- ✓ Organise your facility into traffic signal zones – green/amber/red (see 2.2).
- ✓ Provide a primary continuous access pathway into the facility's green zone from the carpark
- ✓ Terminate the primary pathway where Sheddies gather most frequently i.e. the lunch room.
- ✓ Establish an accessible toilet/ablution within the green zone and
- ✓ Ensure a continuous access pathway connects it to the primary pathway/lunch room
- ✓ If possible, create disability friendly work areas within your amber and red zones and.
- ✓ Ensure a continuous access pathway connects both zones to the primary pathway/lunchroom
- ✓ Establish a continuous access pathway to the designated Emergency Response Muster point

General

- a) ☒ **Timeframe:** Even though the more modern, purpose built Shed facilities are expected to be close to full compliance already, Sheds using the older premises – often a repurposed building, are unlikely to comply at all. So, for the purpose of tailoring the plan to suit all Sheds, the Timeline (Fig 3) outlines a 3-year plan with a 12 month lead time. A 12 month buffer (either side) is also factored in, accumulating into a 6 year timeframe.
- b) ☒ **Amendments:** Whilst there can always be multiple rooms/spaces/areas in a single zone, a plan will never have more than 3 zones (Green/Amber/Red). However, it is acceptable (for various reasons) that a participating Shed after joining the program or when progressing through it, need to either skip or eliminate up to 2 zones. Such as:
 - Where the eliminated zones have been assessed as already fully compliant;
 - When impractical – due to size &/or configuration for a facility to have all 3 zones;
 - Where there are no spaces within a facility considered low &/or high activity.

In such cases amending the zone plan to 1 or 2 zones is acceptable. The expectation being as follows:

- Single zone plan – Green (only);
- Dual zone plan – Green and one other zone.

- c) **☒ Deferments:** If in cases where a Shed has already commenced its program but due to altered circumstance, can't proceed, whilst regrettable, it will be necessary to defer. Particularly understandable when such changes in circumstance affects:
- Resources – early in its operation perhaps?
 - facility size – too small for any more than 1 zone;
 - Facility tenure – Temporary arrangement whilst awaiting for new premises;
 - Future prospects – Shed unlikely to continue to operate long term in same premises.

In such cases it is advisable to:

- ✓ Put any deferment decision to its Shed membership &
- ✓ Record the decision in the membership minutes citing reasons for deferment &
- ✓ Refer the decision to the members at the AGM (with ref to “None Participation” in *Section-2 /Page-10*)

- d) **Compliance Criteria** in subsections 2.2 to 2.5 the key elements of how the Shed facilities will be upgraded

2.1.1) Consulting

Well before a plan can be embarked upon a Shed membership is urged to first read/understand the relevant sections of this Manual (along with its overarching guidelines) and then consult:

- ✓ Your facility's property owner
- ✓ Key local council officials responsible for the following portfolios:
 - ✓ Disability Access and Inclusion
 - ✓ Public health
 - ✓ Planning & Infrastructure
- ✓ Other Men's Sheds already experienced in this process
- ✓ Commence discussions with a preferred professional assessor (see also 2.1.3)

2.1.2) Pre-assessment Requirements

Preamble

A second prerequisite to any such plan is to carry out a thorough appraisal of the current conditions of your shed's disability access infrastructure. In order to do this the Shed Committee is expected to provide those tasked with this job an up to date layout drawing of the entire facility, with relevant details included. Figures 4 & 5 are examples of what your drawing should include/look like.

The drawing needn't be professionally drawn-up, to scale or particularly large (A4 will do), but it will need the following detail specific to areas regularly frequented by Sheddors involved in their core activities and day to day functional operations (that support those activities):

- **Zoning:** This “traffic signal” method of zoning a facility aims to simplify and standardise the overall assessment process into a single 3-page document-set. It provides Sheds with a means of considering their Shed's upgrade effort in terms of 3 areas over 3 time periods (see Timeline in *Figure-3*) and those assessing their Sheds, a standard format across all Shed facilities.

- Passive/GREEN Zone Phase 1;
- Low active/AMBER Zone Phase 2;
- High Active /RED Zone Phase 3.

Pre supposing most Sheds developing a plan would wish to prioritise access into the lowest risk areas first.

The facility layout in *Figure-4* is a good example of this.

Depicting a floorplan for a single-building shed and, despite its unusual orientation

of rooms (being a former sports club changing facility) the traffic signal zoning simply requires each relevant area to be shaded in the designated colours and to be agreed upon by *all* Shedders frequenting the facility.

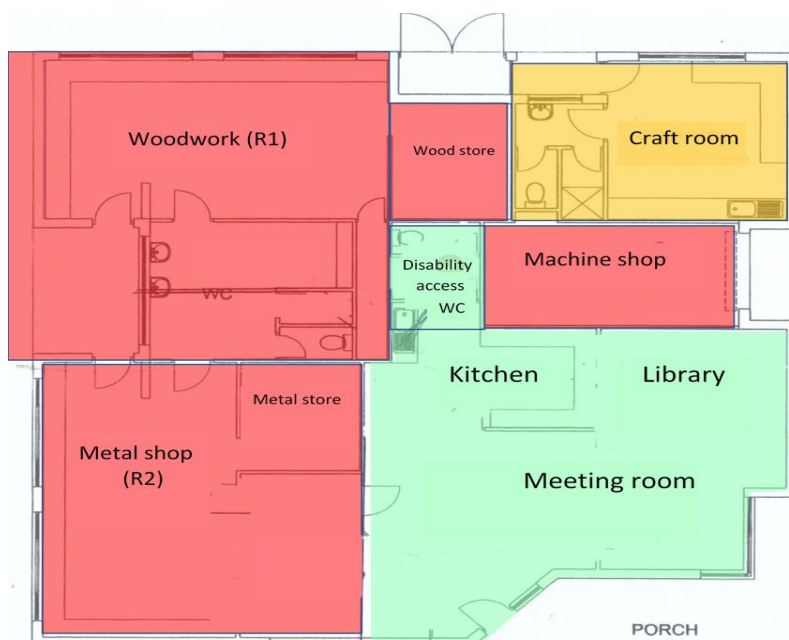


Figure 4 -zone sample layout

Further, and given potential exists for misinterpretation amongst some Shedders who may incorrectly believe the more active zones are not accessible to Shedders/men with a disability, it is essential all Shedders are made aware that the intent is for all areas to be accessible to members who are competent to use the tools and machinery in that zone.

- **Buildings – indoor spaces:** Location/orientation of all frequented internal areas depicting:
 - ✓ Their internal rooms, internal/external access entry-points, stairways, identifying location of:
 - ✓ Toilet(s) / bathroom(s) / kitchen(s) / first-aid post / rest areas / dining areas;
 - ✓ Any upper story rooms (i.e. frequented mezzanines) within each of the buildings depicted.
 - ✓ Bathrooms;
 - ✓ Any other rooms where Shedders regularly frequent.
- **Immediate Grounds – outdoor space:** Location/orientation of all paths of travel / fences & their gates;
- **Car parking – outdoor space:** Location/orientation of continuous paths of travel to facility from carpark identifying:
 - ✓ Overall Designated parking bays (line/marked) & number of
 - ✓ Any Designated Disability bays / fences & their gates
 - ✓ Fences/gates/vehicle access points within
- **Emergency Response (ER) Muster Point** – identify location and path(s) of egress from key entry points of buildings already identified in the layout.

2.1.3) Facility Assessment

Preamble

Participating Sheds are advised not to self-assess and instead consult a professional individual/organisation for the following reasons:

- ✓ This type of work requires a high level of acquired knowledge/experience and
- ✓ Having an objective trained eye often results in simpler solutions = less \$:
- ✓ If funding is sought from external funders, objective assessments from impartial industry players are essential:
- ✓ Many assessors have affiliates - providers/installers of disability infrastructure, to assist with costing facility upgrades.

Assessor advice

When first approaching a site assessor - particularly one unfamiliar with Men's Sheds and this program, please ensure you provide them adequate opportunity to acquaint themselves with your Shed. Further, provide them with this section of the guideline, which aims to provide them with as much of the information needed to ensure an assessment can be made to conform to a standard likely to be adopted by other Sheds.

Assessments

Facility appraisals will not come cheap, where a professional appraisal of a facility is expected to cost between \$1000 & \$1500 for a full report, done by a suitably qualified service provider. However, as already identified on *Page-7*(preamble in Step-2.0) and later referred to on *Page-21* (Local resources in Section 2.4), your local government officers will have considerable experience/expertise in disability access matters and is therefore are an excellent potential service provider. These costs should be met by the facility owner, often the local government authority.

Self-Assessing

However, if it is not possible to enlist the services of an assessor, a comprehensive Disability Access Resource Kit can be downloaded using the following link:



<http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/implementing-your-daip/access-and-inclusion-resource-kit/>

2.1.4) Funding

Preamble

Once a Shed's facility has been professionally assessed and those involved in the process have satisfied themselves the works/cost needed to undertake, the project is justifiable where no viable alternative exists, then consideration begins of how the work is to be funded. The Shed owner is responsible for the costs. However, they may require the Shed to meet some or all of the costs if the work is to be undertaken in a timely manner. As shown in *Table-2 / Page-15*, the Members may be able to undertake some of the work "in-kind", which will always improve any grant applicant's chances of attracting funds.

Where to get the money

Excellent advice on funding provided in *The Men's Shed 2017 Strategic Business Plan* in Section 12 – Money, which can be accessed  <https://www.mensshedswa.org.au/resources/> .

Fundraising

This can be a daunting task/prospect, however, be assured, just as long as those tasked to seek out the funds on your Shed's behalf can convey the worthiness of this particular project by starting with the local community, the easier the job will become.

Community supporters

Once the locals are alerted of the threat to their aging menfolk's future participation in their community Men's Shed, along with the proactive effort Shed members are taking to avert the threat, they will get behind such a worthwhile cause.

So, even before you commence your fundraising campaign, start making your local community aware of the issue and as to why such an ambitious project has to be undertaken in the expectation they will wish to assist with the cause. So to follow is advice on how to promote this cause:

- Regular updates in your newsletter;
- a local newspaper article;
- a short presentation to your ward councillors, plus state & commonwealth members of parliament;
- An airways-grab on your local talk-back radio show.

Local Resources

A further ally is your local council administration who, by approaching those responsible for whatever community development portfolios they provide, will have valuable advice to share and possible assistance to give that can include:

- Assistance with preparing/completing grant applications;
- Providing in-kind services/materials towards the project;
- Advising the most appropriate funders/grants to tap into, in regards to:
 - ✓ Advice on fund types specific to timeframes and application deadlines;
 - ✓ Criteria;
 - ✓ Suitability to the project.
- Garnering supporting references/testimonials from influential community bodies/individuals;
- Access to a network of grant funding specialists and advisors in regards to:
 - ✓ Grant application training;
 - ✓ Grant application specialists;
 - ✓ Alerts on up-coming fund/grant events in your area;
 - ✓ Referrals to successful community grant recipients willing to help coach others to success.

Be aware that even though your local shire/city administration do have many of these resources at their fingertips, it is important to form good working relationships with the frontline officers

involved in establishing this approach. How you manage and develop your relationship with those frontline officers will be pivotal to the assistance you receive.

Grant Programs

In *Appendix 1 & 1a /Page-38/41 - Likely Funding sources for Disability access for Shed infrastructure*, are some of the more probable programs you can pursue in this regard, along with a few possible ideas where funding may be sought from less conventional sources. Often such programs require proponents to stump up a part of the project cost and others will be restricted to focus on a certain demographic.

Collective Funding

If these guidelines - and particularly this section, are adopted by a broad number of Sheds, where, after assessment, collective costs to upgrade are significant, a key recommendation stemming from this manual (see *Recommendations on Page-Vii*), is to initiate a joint submission for funding. Encouraging Sheds to follow the process outlined in *Initiating the Collective Process*, on *Page-III of the Background Section* of this manual.

2.2) ARE OUR ZONES ACCESSIBLE?

Introduction

This assumes your Zones are not accessible and you wish to make them so.

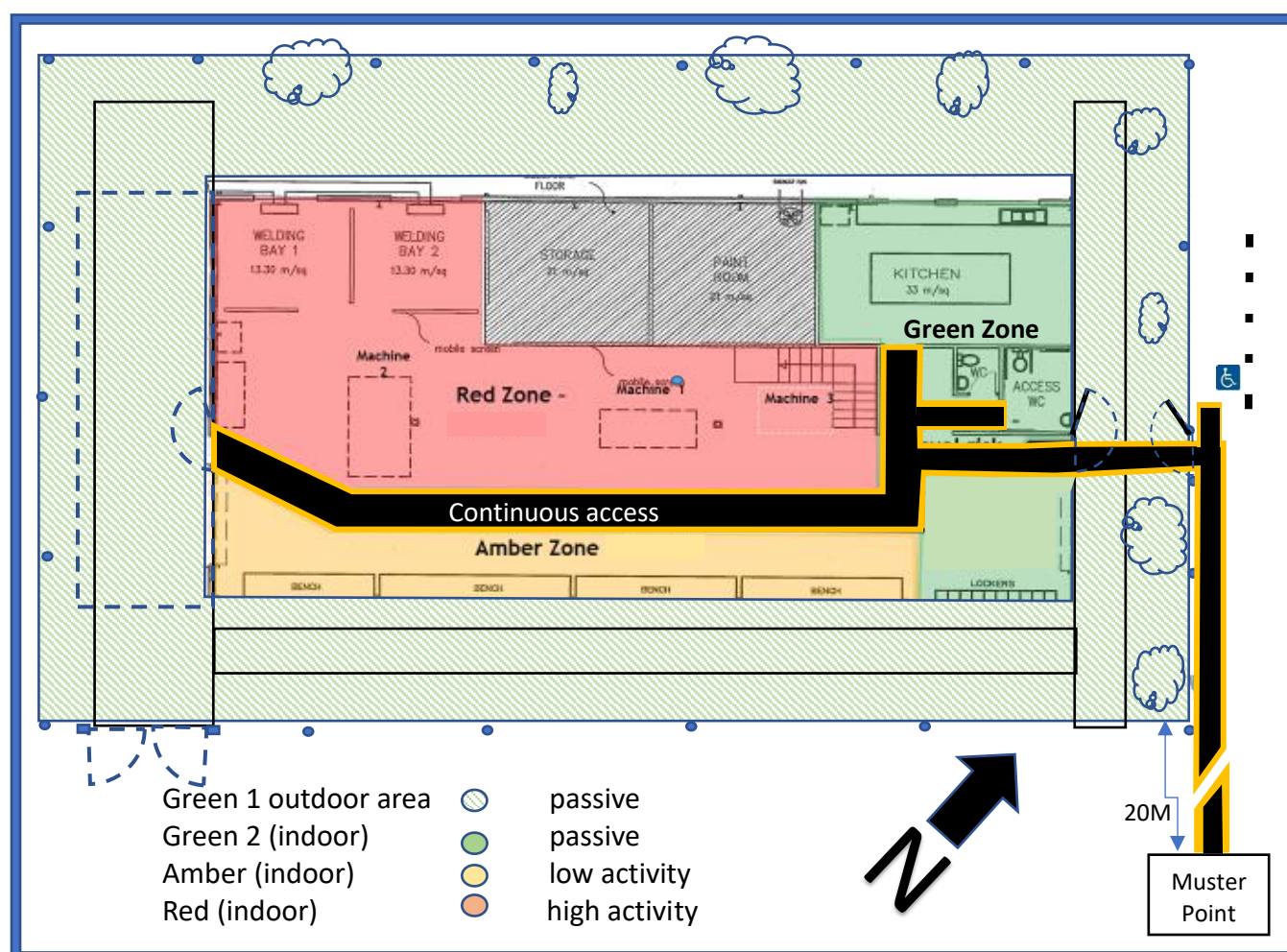


Figure 5 – zone/site sample layout

With reference to *Figure-5*, here is an example of how already agreed upon zones (and activity areas within them) both in and outside a facility are identified/linked using continuous access paths.

Table 1 - this DAUP uses a basic 3-column matrix to include sequential reference codes to identify summarised actions needed to upgrade each zone of the facility using a one-liner descriptor of expected works to enable every zone to be made accessible. Whilst a relatively simple list of tasks (in comparison with other facility upgrades) this demonstrates how the traffic signal colour coding method comes into play.

This enables the Men's Shed DAUP to draw together the common threads linking The Timeline in *Figure 3* with The Indoor Facility Layout in *Figure-5* to produce a DAUP budget in *Table-2*.

Table-2 - Once the DAUP matrix is completed it can be modified as per this style of table. To create a more detailed 7-column matrix where the original 3 columns are retained/modified with the following key changes:

Table 1*		Disability Access Upgrade - Plan				
Code	Action	Descriptor				
G-1/a	Link, arterial	disability park-bay/Kitchen, via facility's principal entrance with a continuous access-pathway				
/b	Improve	toilet/ablution cubicle to a disability access standard				
/c	Sub-link	accessible toilet/ablution cubicle to kitchen to with a continuous access-pathway				
/d	Sub-link	Kitchen/additional passive space(s) within the facility with continuous access pathway.				
/e	Modify	Kitchen entry-point to comply to access standards				
A-1/a	Create	A primary (No1) disability low risk friendly activity-workspace within Amber Zone				
/b	Link	Green/Amber-Zone-1 with a continuous access-pathway				
/c	Create	Additional disability low risk friendly activity-workspace(s) within Amber Zone				
/d	Link	Green/ Additional friendly workspace(s) within Amber Zone				
/e	Install	Disability friendly work-stations (i.e. adjustable height benches/seating) within Amber Zone				
R-1/a	Create	A primary (No1) disability high risk friendly activity-workspace within Red Zone				
/b	Link	Green/Red-Zone-1 with a continuous access-pathway				
/c	Create	Additional disability high risk friendly activity-workspace(s) within Red Zone				
/d	Link	Green/ Additional friendly activity-workspace(s) within Amber Zone				
Table 2*		Disability Access Upgrade – Budget/Scope of Works/ Green Zone				
Code	Activity	Title	\$K	Materials/activity	Labour (hr/qty)	Who
G-1/a	link	disability park-bay/Kitchen	0.75	Paint	3 x 2	Self – in kind
/a-1	Install	Floor ramp at principal entry point	1.25	Purpose built Ramp	N/A	Contractor 1
/b	Improve Sub-link	toilet/ablution cubicle	2.0	Widen door	N/A	Contractor 2
/c		accessible toilet cubicle to kitchen	0.25	Paint	3 x 2	Self – in kind
/d	Sub-link Modify	Kitchen/additional passive space(s)	0.5	Paint	5 x 2	Self – in kind
/e		Kitchen entry-point	2.5	Widen door	N/A	Contractor 2
/e -1	Install	Kitchen entry-point	1.3	Purpose built ramp	N/A	Contractor 1
/e -2		Kitchen entry-point	1.2	Purpose built rail	N/A	Contractor 1

		Floor ramp at secondary entry point Hand rail at secondary entry point				
G-2/a /a-1	Sub Link Modify	Facility/muster point Continuous pathway	2.0 5.0	Paint Concrete /replace steps	3 x 4 10 x 4	Self – in kind Self – in kind
Green Zone 1&2 Sub-total:			16.75	In-kind value:	\$8.5K	

Column-1: As per original with single digit sub-code added to include more sub-activity steps in each activity

Column-2: Title change - Action to Activity. More rows added to accommodate sub-activities

Column-3: Title change – Descriptor to Title to facilitate the adding of columns 4 to 7.

Further, as *Table- 2* depicts and by using the core elements of the Table 1 format, a budget is produced for the entire Green Zone.

Sub-activities: In *Table 2*, G-1/a-1 (highlighted in yellow) the G2/a activity is expanded to include a Sub-action into the *linking of the car park/kitchen*.

To allow for more detailed upgrade work to be identified and costed. In this case a floor ramp is to be installed to overcome a step-up problem into the principal doorway.

So now we have all the necessary advice on how to commence the process of making our Men's Shed facility accessible to all. To follow are the tools and instructions on how to bring it all together.

*Blank templates of these tables accompany this document.

2.2.1) Can We Do Our Green Plan?

This assumes:

- ✓ your green zone has already been agreed upon/established and
- ✓ all those frequenting it are aware of its existence and purpose;
- ✓ It has been assessed and
- ✓ a subsequent report, complete with costings, has been compiled.

Confirming there is a need for an upgrade to ensure it is *accessible to all*.

Preamble

As outlined in SECTION 2.1/c – *Deferments/Opting out*, if circumstances dictate and your Shed membership decides to either defer, or opt to do another zone first, then it is encouraged such a decision be regularly reviewed at a committee level.

Indoor- Out of all Zones, the Green Zone is potentially going to be your Shed's most challenging in terms of investment, disruption and time taken.

Establishing the arterial link – continuous, disability access pathway, from carpark to the most frequented passive activity area within the principal facility and via its primary entrance is usually the first objective.

An essential first step to establishing a totally accessible to all areas. Ensuring Sheddards/men with a disability can at least enjoy the social contact that a Shed has to offer and making it unlikely that a man could not join a Shed and access the green zone, even though he may need to be accompanied by a 1:1 carer.



Outdoor - Where regular outdoor areas are frequented - such as gardens, toilets, barbeque areas, prioritising which are first connected to the arterial link will need to be considered based on usage and practicality.

Muster point – It is advisable for any Shed membership to consider the importance of how evacuation-friendly their premises are for Sheddards who have limited mobility. Where it is essential to have - as a component of any Emergency Response Manifesto (ERM), a disability exit plan, on the understanding there is a suitably paved and graded link via a continuous access pathway to the emergency evacuation muster point that will enable a wheelchair-bound individual to traverse to unaided.

2.2.2) Green Plan (Year 1)

The pictorial illustration above - *Green Zone - key elements*, identifies the key items necessary to ensure access for *all* within your green zone.

With reference to Tables 1 & 2 and in consultation with the tips and advice in SECTION 2.1 you can now draw up your Green DAUP, then your budget /scope of works. Once both are

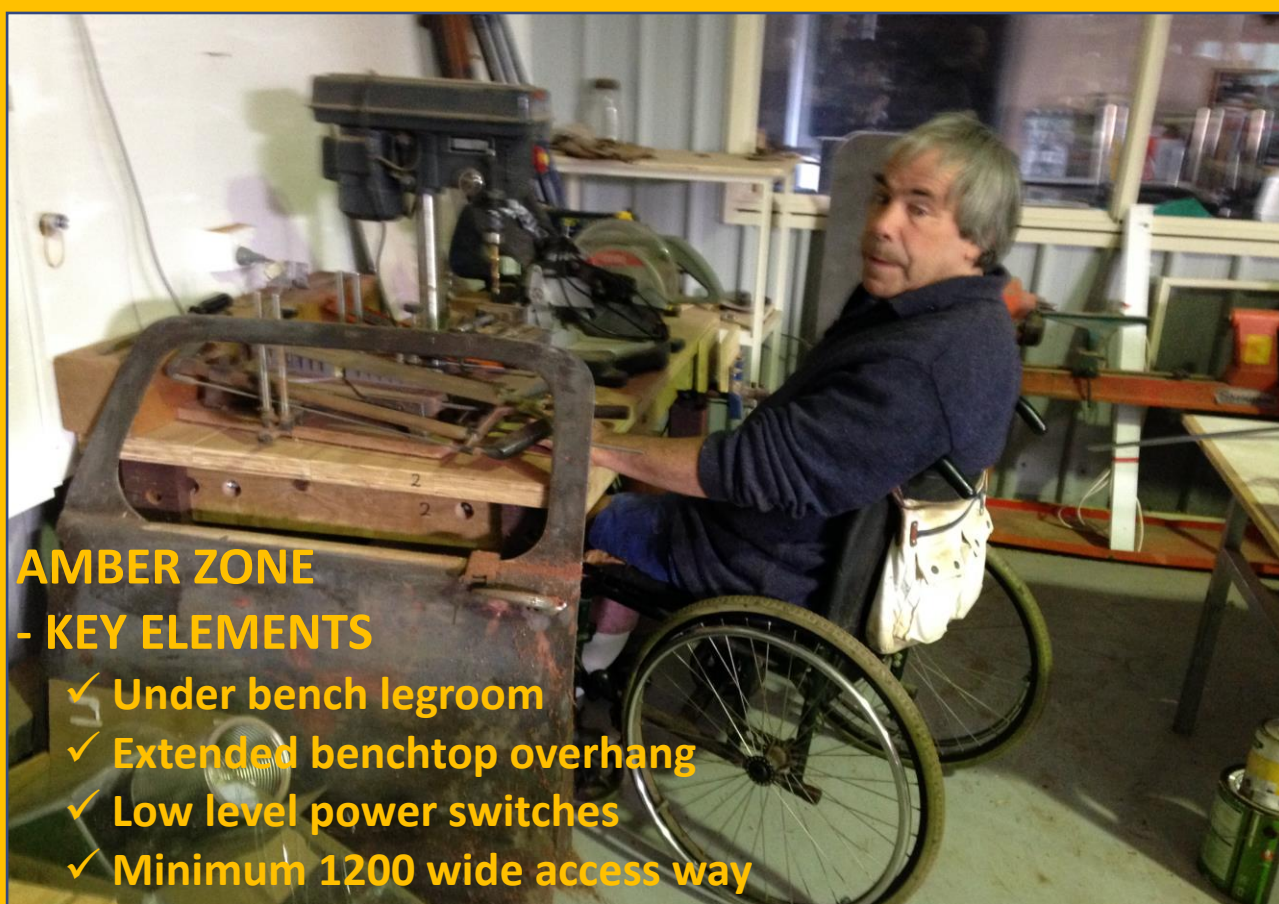
completed and ratified by your membership, implementation can commence as per the timeline in *Figure-3*.

2.2.3) Can We Do Our Amber Plan?

This assumes:

- ✓ the continuous arterial access pathway into the green zone is already completed;
- ✓ your amber zone has already been agreed upon/established and
- ✓ all those frequenting it are aware of its existence/purpose;
- ✓ It has been assessed and
- ✓ a subsequent report of the zone's disability infrastructure upgrade has already been completed.

Confirming there is a need for an upgrade to ensure it is *accessible to all*



AMBER ZONE

- KEY ELEMENTS

- ✓ Under bench legroom
- ✓ Extended benchtop overhang
- ✓ Low level power switches
- ✓ Minimum 1200 wide access way

Hugh at work in the Gingin community Men's Shed

Preamble

The key aim of any such area is to attempt to create a safe and accessible workstation that facilitates independent participation of Shedders with disabilities in close proximity to where their able-bodied counterparts work in.

Probably the easiest/cheapest of the three zones to tackle, mainly because most of the workstation design/construction can be done in-house and be specific to the needs and activities your Shedders participate in. Further, the type of bench-mounted tools and

equipment suitable for this zone are cheap to purchase and relatively safe to use and again can be specific to your participating Shedd's needs.

Workbench - Once a continuous access pathway has been established, one or more workbenches can be considered. Ideally these need to be both adjustable in height/level and be easily manoeuvred around the work area. Further consideration for the inclusion of under-bench legroom for wheelchair users is also to be taken into account.

Seating - Variable level elevated stools, with good lumbar support and removable armrests are recommended for use with the above benches. There is also a need for some nearby seating, either in the amber or green zone, as some men may need to rest periodically during a work session.

Switchgear - Power & tool on/off switches are set in accessible places catering for all types of disabilities and are simple to operate/stop/reset.

The Area - Adequate access/space around the bench with no potential for tripping hazards/uneven floor surfaces with adequate lighting/ventilation and where applicable, sawdust extraction points.

With any such machinery it is important to ensure safety cord tagging is carried out as per periodic site standards and the use of relevant PPE is encouraged.

Ideally routinely checking of this entire area in terms of safe operation of tools; bench and seat operations, along with flooring (to ensure no tripping hazards/barriers to entry develop).

2.2.4) Amber Plan (Year 2)

Write-up the plan using *Table-1* for your Amber Zone and complete the budget/scope of works using *Table-2*.

To assist with both processes please consult the advisory notes/tips in SECTION 2.1 so as to enable the finalising of your entire Amber plan.

Once completed your plan will be ready for implementation.

2.2.5) Can We Do A Red Zone Plan?

This assumes:

- ✓ the continuous arterial access pathway in the green zone is already completed;
- ✓ your red zone has already been agreed upon/established and
- ✓ all those frequenting it are aware of its existence/purpose;
- ✓ It has been assessed and
- ✓ a subsequent report of the zone's disability infrastructure upgrade has already been completed.

Confirming there is a need for an upgrade to ensure it is *accessible to all*

Preamble

The temptation in this zone is to always cram into whatever available floor space there is as much machinery as possible making inclusive access impossible for Sheddors/men with disabilities. Notwithstanding the *access for all* needs, from a safety aspect: few is good and fewer is better!

Whilst not ideal and where floor space is at a premium, consider mobilising infrequently used machines by mounting them on wheels to create temporary space for wheelchair/walking-frame access to designated disability accessible machinery.

Whilst the choice of machines for this purpose is contingent on participating Sheddors needs, the most practical and preferred machine for this purpose tends to be a purpose built or modified lathe.

RED ZONE

– KEY ELEMENTS

- ✓ Wheelchair friendly machinery
- ✓ Low level with legroom clearance
- ✓ Minimum 1200 wide access way
- ✓ Zero encroachment onto walkways



2.2.6) Red Zone Plan (Year 3)

Write-up the plan using *Table-1* for your Red Zone and complete the budget/scope of works using *Table-2*.

To assist with both processes please consult the advisory notes and tips in SECTION 2.1 so as to enable the finalising of your entire Red plan.

Once completed your plan will be ready for implementation.

2.3) FACILITY ACCESSIBLE TO ALL

Congratulations! Now that your Shed is accessible to *all*, it needs to stay this way. So it is important that a good housekeeping regime is introduced and maintained to ensure areas prone to clutter build-up are kept clear at all times.

2.4) REGULARLY REVIEW ACCESSIBILITY

In accordance with the concluding comment in Step-2 of the Disability Pathway, it is most advisable for Sheds to agenda disability access as a standing-order at their AGM. By annually questioning if a Shed's facility is accessible to *All*, acting as a reminder to ensure that if it was during the past year, then it prompts an audit to be done to verify it still is.

However, if - for whatever reason, your facility was not accessible to *All* during the past year, it prompts debate as to when it will be made so.

ASSUMPTION: In accordance with the *Disability Inclusion & Participation Pathway* your Shed's membership is satisfied the 1st Initiative - **Inclusive Culture** has now been attained and has either completed or is working through your upgrade plan – DAUP, as outlined in SECTION 2

3.0) STEP 3 - OPTIMISING PARTICIPATION

Preamble

Here, participation is about a Shedder/man with a disability sharing in the same benefits that every Shedder can assume to get when attending his local community Men's Shed. Where, for him to have equitable participation with his able-bodied counterparts, he can expect to receive additional support from his Shed.

Aware of future growth in aged related disabilities amongst the eldest cohort of current Sheddors and the potential disruption it will create, advice provided herein focuses on how Sheds can support these men. Particularly focusing on existing and new Sheddors who develop/present with one or more age related conditions that, given many are progressive, will in all probability render these men disabled at some point in the future. And, if incurable, result in early death.

So here we look at the commonest of those conditions and provide advice on how Sheds can best cater for those Sheddors who become affected by them. Further and given the hidden characteristics of some, we look more closely at the consequences and reasons of delayed disclosure.

Comment	Condition	Resources	Contacts
Curable/treatable/hidden	anxiety	www.healthywa.wa.gov.au	1300 22 4636
Curable/treatable/hidden	Skin cancer	https://www.cancer.org.au/about-cancer/types-of-cancer/skin-cancer.html	131130
Curable/treatable/hidden	major depression,	www.beyondblue.org.au	1300224636
Curable/treatable/hidden	post-traumatic stress	http://partnersofveteranswa.org.au	9228 3350
Can be incurable/hidden	Deafness	https://www.earsandhearing.org.au	1800 054 667
Progressive/no cure/hidden	dementia	https://www.alzheimerswa.org.au	1800 054 667
Progressive/no cure/hidden early	Parkinson	https://www.parkinsonswa.org.au	64577373
Progressive/hidden	diabetes	https://diabeteswa.com.au/	1300 001 880
Progressive/no cure/hidden early	Arthritis	http://www.arthritiswa.org.au/	1800 011 041
Progressive/no cure/hidden early	multiple sclerosis (MS)	MSWA.org.au/	9365 4888
Progressive/no cure/hidden early	muscular dystrophy. (MD)	MDWA.org.au/	9380 3400

Table-3 - Most Common Conditions in Older Sheddors (general reference only)

The concluding advice in this section focuses on the various types of assistance Sheddors/men with disabilities may require to maximise their participation in the future. Advising on how individuals providing assistive support might be better prepared for their role, with advice on defining those roles and responsibilities far more clearly.

The aim being to improve recruitment/retention of good care-worker support, which stands as one of the most current disruptive obstacles to managing increased participation of Sheddors with disabilities.

3.1) A MAN PRESENTS WITH A DISABILITY

Common Disabilities

Whilst some cancers, heart diseases and cardiovascular conditions are more prevalent in older Sheddars, here we specifically look at when a Shedder presents or succumbs to one or more of the medical conditions listed in *Table-3*.

Where, if he is to have equitable participation in his local Men's Shed and presents with any of these conditions, he will very likely need more support to do so. All have the potential to progress from mild to severe "chronic" ailment and over time disable the sufferer. In this case, conditions that are more likely to affect older Sheddars are discussed.

Diagnosis & Treatment

Whilst some of these disabilities can be curable/temporary, others will shorten a sufferer's life. Whereas degenerative diseases – such as MS and MD, dementia & Parkinson's, whilst rate of progression can be delayed with early interventions, again, all have potential to shorten a person's life.

Where clinical detection and intervention leads to the use of early treatments and therapies, improved life-outcomes can be expected. Particularly so with diseases like Parkinson's and certain dementias, affording the sufferer – when in the right environment/frame of mind, valuable quality time to optimally engaged in their lives and others close to them. Opportunities they would otherwise expect to miss out on.

Unfortunately, and as all seasoned Men's Shed health-campaigners know, the most prohibitive factor to a fellow Shedder's optimal participation when struck with any confronting health condition will be attitude.

Unnoticed Conditions

Generally speaking, all these conditions can go undetected during early onset and can remain hidden in some cases for as long as the condition exists. This makes it difficult for the sufferer and those closest to them to become aware of the early onset symptoms.

This is no better demonstrated with an *anxiety* sufferer where it is reported that after their closest family, their workmates will be the most likely group to recognise any tell-tail signs of their condition. Which, where many elderly Sheddars are concerned, their mates in the Shed might be their "closest family."

Reminding Sheddars of the importance of that adage – *watching out for your mate*, which, as is presented in the story to follow, the value of early detection in the Shed can avert other complications.

A New Applicant

When any man wishes to join any of the State's community Men's Sheds he just heads down to his local Shed, applies to become a member and joins. Whilst there are variations to that process,

generally it is that simple to join most Sheds. However, what if the man has a disability as listed in *Table-3*?



At age 65, Australians can expect to live, on average, over half of their remaining years with some level of disability.

An Existing Shedder

As learnt in early sections, the likelihood of the eldest and largest cohort of WA Sheddars developing disabilities is significant and very likely to be one listed in *Table-3*. What happens when an existing Shedder succumbs to one or more of these conditions?

Detecting Hidden Signs: Usually, if a Shedder is in self-denial of such conditions, signs become more evident when he is engaged in activity rather than sitting at home. If your fellow Shedder is displaying any unusual signs in a workshop, it is important to consider Strategy-2 on *page 29* – *Detecting undisclosed symptoms*.

Remember for an undisclosed condition to be disclosed or observed in a Shed environment, the Shed environment has to be conducive to both. Where the most essential pre requisites have to be

- The right culture
- Good mateship amongst Sheddars

Without either, the Shedder may as well be sitting at home anyway.

Conclusion

An important finding of this project was the degree of inconsistency between Shed's in regards to how both these matters are currently being considered. So the advice offered in the following sections attempts to provide all WA Sheds with a consistent and equitable model/process to follow.

To better consider these disparities and the potential future pitfalls, the following story is presented.

A SHEDDERS STORY OF UNDISCLOSED CONDITIONS



SCENARIO 1

A new Shedder in his seventies - with undiagnosed and worsening hearing loss, commences work on a community-project in the workshop.

Having overlooked the condition when applying to join the Shed and with no outwardly obvious signs, the induction officer authorises him to use the machinery.

Subsequently he joins forces with other similar aged Sheddars. As a result of his hearing loss, a minor incident occurs and a fellow Shedder is injured.

SCENARIO 2

An existing Shedder in his seventies - instrumental in the establishment of the Shed and an active member of the workshop, had been persistently experiencing frequent memory lapses, due to an undiagnosed case of early onset Alzheimer's disease.

A minor injury occurs to the Shedder whilst operating a machine that he was inducted to operate 7 years earlier, just after he and three other founding members installed it.

THE INCIDENT/OUTCOME

These undisclosed symptoms exposed these Sheddars and their fellow Sheddars to unforeseen danger within the workshop.

Whilst minor, what if those injuries were to be serious or fatal? A resultant investigation; and the root-cause finding is certain to be the undisclosed health conditions and leading to a likely escalation of consequential outcomes that would go something like this:

- 1) Void insurance claims for anyone injured
- 2) Litigation against those responsible for said injuries
- 3) Civil proceedings citing culpability within your Shed's governance.
- 4) A coroner's finding of misadventure due to the negligence of your Shed's governance.
- 5) A loss of community confidence in your Shed's ability to serve them effectively

Admittedly, whilst plausible, such situations are unlikely in today's Sheds. However, considering the future predictions continually presented in this manual, should your Shed ignore the advice presented, either scenario could become a too often future occurrence in your Shed.

3.2) NEW SHEDDER WITH A DISABILITY

ASSUMPTION: The type of needs the Shedder with the disability referred to in this sub-section would not require the services for a one-to-one career. More information on 1:1 care can be found in in sub-section 3.5

Preamble

Learning from Scenario 1 in the story, the key aim of this advice is to ensure any new member who joins his local community Men's Shed discloses every condition and/or disability that might otherwise compromise either his:

1. ability to participate and/or
2. safety in the workshop.

So, in light of this and should your Shed choose to use no other section of this manual, they are advised to review their current governance practices pertaining to hidden disabilities specific to:

- 1) Enrolling new Shedders with such conditions;
- 2) Monitoring/supporting current Shedders who develop such conditions;
- 3) Managing their ongoing disability support

Failure to do so might (at some point in the future) result in your Shed being found in contravention of the WA Equal Opportunity Act.

3.2.1) Member Enrolment Process

In order to take reasonable steps in this regard, Sheds should consider adopting the following advice.

On the previous page a scenario was presented referring to circumstances that led to a hidden disability not being disclosed when a potential new Shedder first joined his Shed. Here we look at ways to eliminate such oversights.

The Correct Recruitment Procedure

What happened in *Scenario-1*?

1. The first-contact person not experienced/trained for the task;
2. No (or inadequate) applicant-interview policy/procedure;
3. Inadequate time/space to deal with the process;
4. The application form is poorly structured/ambiguous;
5. Disability is currently stigmatised within a Shed's culture.

Eliminating Causes

Should your Shed's recruitment process have potential for any of the above listed pitfalls, it is time to consider amending/renewing your membership application process:

Whenever a potential new member expresses interest in joining your Shed it is advisable to adopt this 3-step process/advisory notes.

1. It is essential the applicant be given the membership application form (plus any supporting documentation) and

2. Any inquiring individual be invited to return on a future occasion once he has filled out the form at an agreed time/date to participate in a pre-arranged interview;
3. A booking be made on their behalf with the Shed's appointed Membership Officer and a suitably quiet space be allocated for the interview to take place.

The Application Form

As already affirmed in Step-1 - *Barriers to Inclusion*, on *Page-1*, Shed rules to join should be totally inclusive, that is having a *self-nominating* policy with no *reserved rights to refuse* an applicant.

However, even though this advisory process recommends a combined disability question be included and complete with tick box as per *figure 6*, in this case it can't be solely relied upon. Where the inclusion of this question serves as a secondary purpose. The explanation as to why is revealed in the following subsection.

Membership Officer's Role

Given this manual advises only on disability, it is assumed the officer responsible for carrying out the interview process will be competent/trained to an acceptable standard. Further and with regard to the advice presented in this subsection regarding disability disclosure he will have read and understood these procedures and proposed techniques.

The Interview

Disclosure of personal health details can be daunting, so putting the applicant at ease from the start cannot be understated. To this end the interviewer is advised to adopt a scripted technique that uses the application-form to encourage the interviewee to expand on each of his responses one-by-one and in the order listed. The interviewer taking time to broaden discussion as each question is put and arriving at a more conversational pace by the time the question on disability is reached, which is deliberately situated at the conclusion of the form for this very reason.

Interview outcome

By this stage and by using this effective "conversational" technique, other than undiagnosed dementia (covered in more detail in the next subsection) the experienced interviewer will have confirmed if the applicant has any medical or disabling conditions or not. Assuming he has one or more, the interviewer will further know what they are and have an appreciation if this could impact on the applicant's ability and safety whilst participating in a Men's Shed.

Supporting Information Sheet

Assuming one or more disabilities have been confirmed the applicant is then reassured that, once his application has been processed, his support needs to enable him to maximise his Shed participation will

With regards to Shed activities, do you have a condition and/or disability that might compromise either your

☐ ability to participate?

☐ safety in the workshop?

☐ if yes to either, do you require support from a carer?

SIGNATURE OF APPLICANT:

Figure-6 - suggested membership wording

then be determined. A confidential documented *Support/Care Plan* may be used for this purpose, presented as a separate template accompanying this document.

Conclusion

Assuming all these steps are followed correctly a degree of certainty now exists on disclosure of any medical condition or disability of a new applicant, allowing your Shed to provide whatever support to ensure neither his equitable participation and your workshop safety are ever compromised.



For more information on this matter, please also see APPENDIX 2 on Page 38 : Men's Shed Disability Support Fact Sheet for Shedders

3.3) AN EXISTING SHEDDER WITH A DEVELOPING DISABILITY

Preamble

Learning from Scenario 2 in the story, the key aim of this advice is to ensure any existing member who develops an age-related condition as outlined in *Figure-6* discloses his symptoms early, which is so often not the case where, denial comes before disclosure.

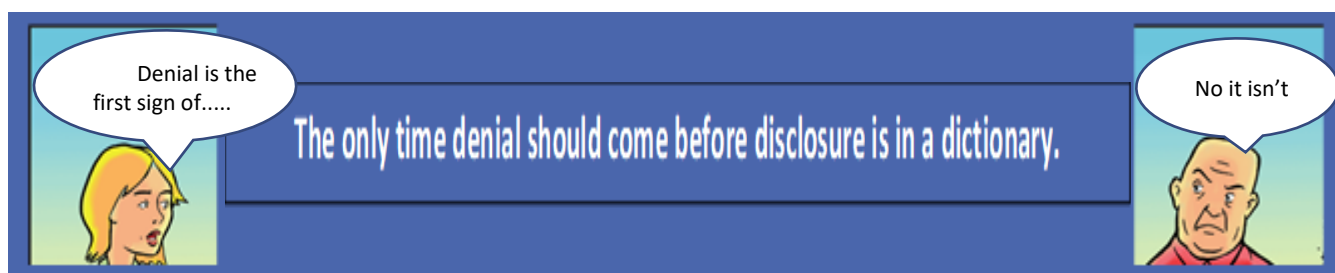
As outlined in the first chapter of this manual, the imperative for change is upon us. With no existing plan, Shedders are aging and the responsibility put upon those running their Sheds requires pro-active processes to be put into place. Forward planning and coping with old men and the baggage that entails has to be accommodated. And, in more and more Sheds, that old adage - *we are not a health centre*, may have to be revisited.

So here is advice that maybe confronting. It is offered to Sheds ready and willing to make the change.

The only time denial should come before disclosure is in a dictionary. However, all too often when it comes to an older Shedder experiencing symptoms of a progressive medical condition, likely to lead to disability he is likely to internalise if he can, because:

- ✓ The symptoms are hidden (no outwardly obvious signs for others to see), so they don't exist;
- ✓ He's an old man and that's what old men do;
- ✓ He hasn't yet been made aware of any benefits to early disclosure;
- ✓ He's from that era when people with a disability were shunned and stigmatised;
- ✓ His Shed tolerates generational stigma towards disability, creating a culture of
 - Denial of symptoms
 - Late disclosure that leads to late departure
 - As luck would have it, we don't seem to have disabilities amongst our Shedders

Whilst the aim here is to encourage early self-disclosure, in the next subsection advice is offered intended as prompts to encourage a potential sufferer to disclose.



Strategy One- Awareness Program

Thankfully, tackling self-denial relating to men's health-issues is something the Men's Shed movement does so very well. Having successfully introduced awareness campaigns – such as the renowned Pit-stop program, that encourages early interventions for health conditions. This now needs to be expanded to include disabilities.

The key campaign initiatives for a Shed should therefore be:

Raise Awareness

- Of the benefits of early disclosure of the commonest conditions outlined in *Table-3*,
- Of how to detect the tell-tail signs of “hidden symptoms” of a fellow Shedder, found in *Strategy-Two* to follow
- Tackling cultural barriers in *Section 1*
- Adopt the slogan: **Disclosure before denial** and try to use it whenever the opportunity arises

Ideally raise these matters regularly at meetings, events and particularly with the slogan **Disclosure before denial** and display it visually within your Shed whenever you can.

Consider lobbying other Sheds at zone and state meetings to initiate broader discussion and presentations on and around the *Disclosure before Denial* issues.

Strategy Two – Detecting undisclosed symptoms

Earlier we were reminded of the distinct benefits of a Shed environment when identifying early symptoms of hidden conditions. The benefits being:

- The unique opportunity Shedders will have in their Sheds to identify early hidden symptoms;
- Symptoms that will often become more evident in Sheds when a potential sufferer is active.

So, for whatever reason, a fellow Shedder is likely to display signs of a self-denied condition and starts displaying unusual behaviour that becomes evident to those around him.

Whenever such a situation occurs it is important that any inkling of a hidden condition should be treated with the upmost sensitivity and confidentiality. However, in the moment, signs often come to light as the result of an incident and often communication has already occurred.

However, if the Shedder doesn't self-disclose after such an event, it is important to then channel any concerns, confidentially, via the Shed supervisor on the day through to the Shed management.

At all costs, avoid any direct confrontation between any parties involved, thus ensuring no one takes matters into their own hands.

If they are not already aware of the situation, the Shed management will need to have a process for dealing with this situation.

Strategy Three – Preventative Screening

Another way for Sheds to manage *Disclosure before Denial* is to consider introducing screening methods into their Sheds such as

- Annual machinery induction refreshers for *all* Shedders using workshop machinery
- Consider holding annual on-site hearing tests through the Lions Club hearing clinic.

3.3.1) Awareness campaign

Introduce a regular *Disclosure before Denial* segment during your Shed's membership meetings, by making it an agenda item.

Suggested initiatives you may wish to try are listed below and throughout Section 1 of this manual there are many others to consider.

Of particular importance in this regard are the listed points on *page-6 – Advocate for Change*.

- **Disclosure before Denial** – invite speakers from the advocacy groups listed in *Figure 6*
- **Breaking down the barriers** – Advocate debate amongst members regarding being vigilant
- **Where to go for help** – Ensure the commonest conditions - listed in *Table-3* are clearly displayed on notice boards in/around frequented areas of your Shed.

3.3.2) Preventative Screening

- Lion's hearing testing
- Cancer Council Skin cancer testing

3.4) DISABILITY SUPPORT REQUIREMENTS TO MAXIMISE PARTICIPATION

Preamble

At this stage we have assessed two types of Shedders with disabilities: those who are existing members and those who are new.

This next section primarily deals with what in-shed support these Shedders may require to equitably play a role in the traditional workshop activities, as well as inviting Sheds to consider less traditional activities (in and out of the workshop) that Shedders with disabilities may well be better suited to play other roles in.

3.4.1 Workshop roles for Shedders with disabilities

The following serves as a baseline for establishing the personal needs of a Shedder with a disability. It is recommended this be written into a confidentially retained document*

Establishing Personal Care Requirements

- Needs: Conditions to cater for regards
 - Safety for himself and others
 - Comfort

- Access: can he get in and around the Shed and if not, what aids does he need to do so?
- Transport: can he get to and from the Shed without support from others?
- Attendance: frequency/ best day/time
- Interests: What is he interested in?
- Care support: is 3rd party support required or an annual support review needed – if so refer to 3.5
- Personal Protective Equipment - Ensure this suits any personal needs associated with his condition

*A sample of a Personal Care support plan is included as a template

Getting Started

This assumes a Shedder - new or existing, is participating in the workshop for the first time since disclosing one or more clinically diagnosed disabilities. Further, it is recognised that - for him to equitably take part in the Shed activities within any of the facilities Activity Zones, he may need additional support.

It also assumes the activity and level of support needed to participate has already been agreed/confirmed and the necessary resources needed – physical and human, are on-hand. With regards to the Shedder/man with a disability participating in the workshop, it is on the assumption:

- a) If a new Shedder, ensure he has completed the facility induction and read and understood - MSWA Men's Shed Fact Sheet 1 (*Appendix 2/Page-42*): *Advice on the support of a Shedder/man with a disability in a Men's shed*;
- b) If an existing Shedder, ensure he too has read and understood MSWA Men's Shed Fact Sheet 1 (*Appendix-2 on Page-42*);
- c) He does not require to be accompanied by a carer for any of his personal/behavioural needs;
- d) His accompanying volunteer Shedder, where applicable, has been briefed on any condition issues on an “as need to know” basis
- e) If required, a fatigue-schedule has been agreed upon/ suitable support devices are on hand;
- f) Others participating in same zone/area are aware of any adverse aspects of the Shedder's condition and any PPE requirements have been addressed.

3.4.2 Alternative roles for Sheddors with disabilities:

A significant finding of this project was that even though a Shedder with a disability may have alternative skills - such as those needed to play a Shed governance role, whilst exceptions exist, in the main, Sheds didn't actively encourage their members with disabilities to play committee or office-bearer roles.

Two exceptions came to light during the project's "ten-shed" study, where Gingin and Moora Sheds clearly demonstrated a commitment to doing this. Whilst Gingin Shed has consistently recruited office bearers with disabilities onto their committees, Moora's case is a little different.

Committee roles

In Moora's case, once they became aware that a young Shedder with a disability had experience in designing and operating social media web pages, they created a new committee position suited to these computer skills and have since appointed him to that

role. Thus enabling them to better connect with their community to not only raise their social standing, but to also provide themselves with an ideal platform from where they can promote their products and services.

Workshop roles

Another key aspect in Sheds where computing skills are becoming vital is in regards to computerised hobbyist devices. Given how affordable these automated micro-machines - such as 3D printers, table-top CNC lathes/routers/lasers - and the like, have become, the key hurdle for most Sheds to using them is often the lack of skills needed to set-up and operate them. Skills that, again, Sheddors with disabilities - particularly younger members, are more likely to possess and be willing to share.

3.5) PROFESSIONAL ONE TO ONE CARE

Preamble

Advice so far has been to assist a Shedder with a disability to independently participate in his Shed. Here we look at a Shedder suffering from a disability that, without assistance from others, impacts on his ability to perform everyday tasks. In this case assistance comes from a paid one to one (1:1) care-worker providing a Shedder recreational support to enable him to participate more effectively in his Shed.

However, according to this project's research professional 1:1 services of this type are considered problematic by many Sheds. So here we look at possible reasons why this might be and more closely at successful methods used by two Sheds who have learnt how to overcome such problems. Methods other Sheds may also wish to consider adopting at some point in the future?

Provision of 1:1 recreational carer support: In the main, the provision of paid care-worker services of this type falls to the Shedder's own disability service agent to deliver. Typically, the agent first determines the general level of 1:1 support in terms of time/resources needed for a Shedder to manage his daily in-home functional activities; as well as a secondary level of out-of-home recreational support, intended to assist with community/social engagement that may well include a 1:1 carer accompanying him to his local Shed.



Overview of 1:1 Carer-Support: Historically, 1:1 recreational carer-support only emerged during the 1970s when sports like wheelchair-basketball first became popular. The success of such sports was due in no small part to the fact that 1:1 carer-support became - for the first time, readily available outside the home and deployed onto the "sidelines" of games that players with disabilities were participating in.

Throughout the Western World, when 1:1 *sideline-support* was combined with the advent of improvements in disability venue access/inclusion, the extraordinary growth of participants with disabilities in recreational pursuits has continued unabated.

Here in WA and from those early sporting days of the seventies 1:1 *sideline-support* for people with disabilities has continued to grow in popularity/use, leading to exceptionally high levels of the disability participation that we now know of today and has become commonplace in all sectors of recreational pursuits.

From theatre-going to rock-climbing, throughout the State today, people with all manner of disabilities, expect to equitably share in the enjoyment such activities have to offer all Western Australians.

Clearly - as is proposed throughout this manual, this is something that is also now expected to be occurring in all Men's Sheds.

Despite some negative reports this project received from other Sheds in this regard, it also learnt of the successes. Two examples of which came from Moora Shed - from the Mid-West, and the Metro-based Shed of Fremantle. Both Sheds using alternative 1:1 carer-support methods, where Moora uses the more traditional 1:1 *Sideline-Support* method and Fremantle - believing such support has limitations in Sheds, has managed to take it to another level - referred to as 1:1 *Buddy-Support*.

Should Sheds have a need of an alternative to their own, both are described below for their consideration.

3.5.1) The Moora Shed Model: *Sideline-Support*

The arrangement at the Moora Shed is to have up to two professional 1:1 care-support personnel provide 1:1 disability support during times when Sheddors needing such support are scheduled to attend.

Whilst also able to offer travel-support to/from the Shed, the care-workers provides *sideline-support* as/when their assistance is called for. Leaving the Shed and fellow Sheddors to deal with any participation matters.

3.5.2) The Fremantle Shed model: *Buddy-Support*

Here, every Shedder, who needs 1:1 disability support is accompanied by a carer when he attends the Shed. Generally, carers will be professional care-workers provided by their client's disability care agency, offering *travel/ sideline-assistance*, in a similar way to the Moora model.

However, the carer has also agreed to provide 1:1 *Buddy-support* and - like the client, becomes a Shed member to co-participate/assist in the client's workshop pursuits. Not only sharing in the same tasks but - more importantly, both working within the same time/space as their fellow Sheddors do.

In both these working-models, the secret to their success lies in the broader consultative process, where all parties' needs have been considered and, in an effort to ensure each model is workable, some compromises may have to be made:

- Shed's being prepared to waive and/or reduce fees & charges to enable carers to become members;
- Carers being willing/able to work in a Shed workshop environment;
- Carers providing a greater level of support than would normally be expected of them;
- Sheds investing time with carers to ensure they are competent for whatever their role is;
- Disability support agencies need to become more involved in their Shedder support placement process.



Ben & his 1:1 carer Jeremy in the Fremantle Shed producing pyro-pen artworks

Never Assume

Whenever a new/existing Shedder with a disability first attends a Shed and is accompanied by a 1:1 carer, intending to assist him participate in the Shed:

- Never assume the 1:1 carer is needed during periods his client is attending your Shed;
- Be clear on what the carer is there to assist with, and
- Ensure if 1:1 care support cannot be avoided during a client's Shed attendance times - as with both the models presented, the carer's role is clearly defined/understood by anyone who needs to know.

The Future

As has been repeatedly identified in these guidelines, as Sheddars continue to age their reliance on others to support them when participating in their Shed will increase. Whilst it is hoped younger and more abled bodied Sheddars will play a greater part in assisting them, the growing need for reliable/competent paid support from an external source is predicted to rise significantly.

3.6) COMPETENT 1:1 CARERS

Preamble

A key recommendation for future 1:1 care-workers supporting Sheddars with disabilities is to have their competencies recognised to a standard that allows them to be transferrable from Shed to Shed.

Ensuring disability support services within Men's Shed workshops are maintained to an optimal standard, in terms of providing *all* Sheddars - despite their disabilities, the same opportunities to share in the same safe space to participate in meaningful workshop projects.

Until such time and if not already, Sheds are advised to begin their disability improvement process by liaising more closely with their caregiver support networks.

The aim of this subsection and the Fact Sheets (Appendices 2 & 3 on Page 42/44), is to provide advice/tools to Sheds who wish to start improving the standard of care-worker support in their Shed, be they a:

- Family member – wishing to support a loved one with a disability whilst participating in his Shed;
- Shedder – with more than a passing interest in the disability support effort of his Shed;
- Paid Care-worker – expecting to provide disability support to a client who is, or plans to be, a Shedder;
- Disability service provider – providing care-worker support to a Shedder and/or
 - Case management of a Shedder with a disability.

Should Sheds not wish to use paid-carers, then they do have the option of inviting volunteers to play a role, by advertising for expressions of interest from their local community by either contacting their local newspaper or their preferred on-line recruitment service. Where the following process is offered.

Recruitment of a competent carer

In the previous section we looked at the two alternative carer-models successfully being used in other Sheds that your Shed may wish to adopt.

Table 4 One to one Men's Shed Disability Carer Skillset Checklist		Shed Name:		
		Contact person:		
<p>This matrix is a guide and intended for use by anyone expecting to provide care support To a Men's Shed member (Shedder).</p> <p>Used to identify the level of knowledge/understanding needed to aide a Shedder with a disability in 2 differing support roles:</p> <p>A) Sideline assist – Be on-hand, able/willing to provide all support services in column-A</p> <p>B) Co-Assist – Be on-hand, able/willing to provide all support services in column-B</p> <p>C) Carers self-assess – to be filled in by the carer providing the support</p> <p>* As and when required / tick as appropriate</p>		A) Sideline-support	B) Buddy support	C) Carers self-
Abilities	Have an empathic and friendly disposition	y	y	
	Prepared to learn new skills	n	y	
Key Attributes	Be comfortable in providing personal assistive care - medical/toilet/absolutions/food intake	y	y	
	Manage Behaviours of Concern and use Positive Behaviour Support strategies;	y	y	
	Assist with mobility support when client is attending activities outside the home	y	y	
	Use effective monitoring strategies to counter certain behaviours/conditions;	y	y	
	Work unaided to deliver these services to their clients.	y	y	
	Interested in working on practical project with others			
Qualifications	Current first Aid Certificate	y	y	
	Drivers Licence	y	y	
	Be a financial member of the Shed	*	*	
	Membership status negotiable	*	*	
Competencies	have completed the relevant facility induction			
	Can demonstrate a clear understanding of safety in a workshop environment	n	y	
	Experienced in workshop practices relating to machinery operation – wood &/or metal	y	y	
Willingness	To complete formal facility induction process	y	y	
	To undergo training/develop competences in the operation of woodworking machinery	n	*	
	To undergo training/develop competences in the operation of metalwork machinery	n	*	
	To undergo training/develop competences in the operation of a computer	n	*	
	To undergo training/develop competences in	*	*	
	To undergo training/develop competences in	*	*	
	To undergo training/develop competences in	*	*	
	To undergo training/develop competences in	*	*	
	To undergo a one moth probationary trial	*	*	
Desirable	Ability to teach others new skills/techniques	n	y	
	Have skills and/or experience in one or more of key trade activities	n	y	
Gender	Male carers only	*	*	
	Female carers are welcome in our Shed	*	*	

Contained in the Matrix in *Table-4, One to one Disability carer Skillset*, is a comprehensive checklist of the kind of proficiencies that 1:1 carers would expect to have and use in the Moora and Fremantle *care-models* that Sheds are advised to consider using.

The purpose of the matrix being to identify what proficiencies a 1:1 carer will need for either model, providing options of competencies in activities that Sheds most commonly participate in, with blank spaces for any alternative/additional activities that the Shedder being assisted might require support with.

Assuming a Shed then wishes to adopt one of these models, they simply print off the matrix and identify:

- The most suitable model for their use
- The activities their Shedder with a disability will require assistance with
- What type of career they are seeking to assist
- Their Shed's Name and the name of the Shedder responsible for recruiting.

The Shed then sends the completed Matrix to whatever organisation or individual it is intended to use to recruit the 1:1 carer, accompanied with:

- an appropriate covering letter and
- a copy of the relevant fact-sheet – MSWA Men's Shed Fact Sheet 2:
Advice to those looking to care for a Shedder with a disability in a Men's Shed (Appendix 3 /
- The Shed then waits for interested parties to make contact.

Once respondents have made contact the recruitment officer uses the matrix to interview the prospective candidates and determines the best person for the job based on the criteria outlined in their matrix.

3.7) OPTIMISED PARTICIPATION

Congratulations: In accordance with the *Disability Inclusion & Participation Pathway* your Shed's membership is satisfied all 3 initiatives: 1st Initiative - **Inclusive Culture**, 2nd initiative – **Access to All** and now 3rd initiative **Participation optimised** has been attained.

3.8) REGULARLY REVIEW PARTICIPATION

Once you have completed this final section of these guidelines, please ensure your Shed reviews them in accordance with the Disability Pathway on an annual basis.

Thus ensuring that this and, if also completed, the other two initiatives are continually adhered to in your Men's Shed well into the future.

- **Inclusive culture**
- **Access for all**
- **Optimised Participation**

AKNOWLEDGEMENTS

Whilst I have taken considerable effort and care with this project, the assistance provided to me by others - be they individuals and/or organisations, will be the overriding reason for any praise that those reading this work might impart. Therefore, to everyone contributing to this worthy endeavour, I wish to extend my heartfelt thanks.

Disability Reference Study Groups

Thanks to all those Sheds/individuals and groups who contributed to the study, both directly and indirectly.

I am particularly grateful for the direct involvement of the 10 Sheds and their reference groups for their willingness to assist with such an essential aspect of this project and nominating their members to participate - 34 interviewees in all.

Generous were those members for their individual efforts and time taken.

Thankyou.

Disability Shed Survey

Thanks to all 80 participating Sheds for taking the time to respond to the on-line questionnaire.

I'm highly indebted to MSWA for their faith, guidance and constant supervision, through the essential leadership from their Executive Officer - Gary Bryant. I am particularly grateful for his unwavering support and effort in assisting with the completion of this document.

I would like to express my special gratitude and thanks to all industry players - individuals and their organisations, who provided me with such attention, time and patience.

Also to Julia

Many thanks,

Dad

APPENDIX 1 - Likely Funding Sources Towards Improving Disability Access Infrastructure in a Men's Shed

1 of 3

Government: State/federal/local				
who /program title	Type	Max \$ (K)	Synopsis of funding offered	Website
Lotterywest <u>Community and workplace building</u>	One-off	unlimited	Renovations to a building. This can be to house organisations delivering services to the community or providing community meeting places or to co-locate multiple community service organisations	http://www.lotterywest.wa.gov.au/grants/grant-types/community-workplace-buildings
Australian Men's Shed Assoc <u>National Shed Development Program – Shed improvements</u>	Rounds	8K	Improvements, modifications or refurbishment of a Men's Shed facility	https://mensshed.org/development-grants/
Veteran's Affairs <u>Veteran & Community Grants</u> Restricted to support Veterans. Possible assistance for Shed's whose membership includes Veterans.	One off (restricted)	unsure	Activities and services which improve the health and wellbeing of members of the veteran community. For example, the grant can provide seed funding for projects which promote a healthy lifestyle or help veterans to remain living independently in their own homes. They can also fund programs to reduce social isolation, support carers and improve access to community services.	https://www.communitygrants.gov.au/grants/veteran-and-community-grants
<u>The Community Sporting and Recreation Facilities Fund</u>	Annual	1666.666K	Projects with a planning and construction process that will be complete within 12 months.	https://www.dsr.wa.gov.au/funding

2 of 3

Government: State/federal/local				
who /program title	Type	Max \$	Synopsis of funding offered	Website
Department of Industry <u>Building Better Regions</u> Restricted to support regional project	Yearly Rounds (restrict)	20K to 10M	<p>The \$641.6 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.</p> <p>The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra. A <u>mapping tool</u> is available to assist applicants determine the project location.</p> <p>There are two streams of funding available under the program:</p> <ul style="list-style-type: none"> • Infrastructure Projects / Community Investments 	www.business.gov.au/Assistance/Building-Better-Regions-Fund
National Disability Scheme <u>Community Living and Participation Grants</u>	One-off	10K	<p>activities that promote inclusion of people with disability.</p> <p>People with disability can apply for equipment, resources, activities and projects connected to their particular social and recreational goals.</p>	http://clpg.org.au/
Department of Local Government, Sport and Cultural Industries <u>Community Sporting and Recreation Facilities Fund (CSRFF)</u>	Small	Up to 2M (50% project cost)	For community & local government recreational/sporting infrastructure.	https://www.dlgi.wa.gov.au/GrantsFunding/Pages/All-grants-programs.aspx

3 of 3

Corporate: here are a few of many of the small-grant opportunities that individual Sheds are encouraged to apply for.				
who /program title	Type	Max \$	Synopsis of funding offered	Website
Commonwealth Bank <u>Grassroots grant</u>	Continuous rolling rounds	10K	There are 3 suitable categories of which this is one: \$2m a year for three years will be awarded in grants of up to \$10,000 to organisations delivering crucial programs in communities across Australia.	https://www.commbank.com.au
	Annual Rounds (next open May 2019)		Criteria of organisation seeking funds: <ul style="list-style-type: none"> ○ Be supporting people living in Australian communities ○ Be addressing social disadvantage via education, employment, or activities to improve the quality of life for people with disabilities ○ Have annual gross revenue of less than \$5 million last financial year ○ Be interested in accessing our non-financial support program ○ Not seeking funding for any programs or activities on our exclusion list. 	https://www.westpac.com.au/grants/apply/
Bankwest <u>Easy grants</u>	Monthly voting	1K	The first 40 Easy Grant applications received each month that meet the entry up for public vote	www.happy365.bankwest.com.au
CBH Group <u>Grass Roots Funding</u> Restricted to grain growing communities		Up to \$5K Rounds: Jan/May/Sept	To conduct events and projects that contribute to the health and vitality of a community	www.cbh.com.au/cbh-community/grass-roots-fund

APPENDIX 1a - Alternative avenues of potential funding

1 of 1

As is outlined in Section 2.1.4 on Page 13, with the right approach/story and armed with a copy of the relevant sections of this manual, parliamentarians, local councillors and many of the organisations listed, will welcome Sheds - individuals, or collectives, to help them with improving their disability infrastructure.

Bodies Sheds should approach	Grant program information/comments	Contact details
Sitting member of State parliament	As and when available	http://www.parliament.wa.gov.au/parliament/memblast.nsf/WCouncilMembers?openform
Sitting member of federal parliament	As and when available	https://www.aph.gov.au/Senators_and_Members/Members
WA Local government association	WALGA's key focus is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 WA Local Governments and negotiates service agreements for the sector. We are not a government department or agency.	https://walga.asn.au/
Philanthropy Australia	As the peak body we serve a community of funders, social investors and social change agents working to achieve positive social, cultural, environmental and community change by leveraging their financial assets and influence.	http://www.philanthropy.org.au/seek-funding/Directory-of-funders/
180 Degrees Consulting	We are the world's leading provider of consulting services for non-profits, social enterprises, and socially minded companies. If you would like us to work with your organization, we'd love to hear from you.	http://180dc.org/branch/wa/
Gaming community Trust Grant's program - For the purposes of section 109C(2) of the Gaming and Wagering Commission Act 1987.	May be applied for the purposes of undertaking projects or initiatives that would benefit the Western Australian community under the following grant categories: <ul style="list-style-type: none"> o family (including youth and the disabled); o homelessness; o rural/remote communities; o environment; and cultural 	https://www.rgl.wa.gov.au/gaming/gaming-in-wa/community-trust

APPENDIX 2 – MSWA Men's Shed Fact Sheet 1

MSWA Men's Shed Fact Sheet 1

Advice on the support of a Shedder/man with a disability in a Men's shed.

This sheet is a supplement of *The Shedders Guide to Disability Inclusion & Participation in a Men's Shed*.

Whilst information herein is intended for those involved in disability support in a Men's Shed in conjunction with the guidelines, it should be provided to a Shedder/man when he presents at his local Shed under the following circumstances:

- He is a current Shedder having recently been diagnosed with an age related disability;
- He is a man with a pre-existing disability who is looking to become a new member.

Preamble

Despite Sheds being self-governed/autonomous they all adhere to the same ideals: not-for-profit/non-commercial entities to serve their community. Achieved by first creating a safe and friendly workspace – “The Shed” and then by inviting *all* community menfolk to equitably share in the many meaningful projects their Shed has to offer. Here, advice is specific to equitable participation of men from throughout our communities who require disability support whilst participating in their local Men's Shed.

A Shedder with a disability: Is a man suffering a permanent disabling medical condition that creates a need for him to be supported when participating in Shed activities. Support that his fellow able bodied Shedders would not expect to receive when taking part in same activities.

Disability Support in a Shed: Due to his disability, whenever a Shedder/man can't equitably take part in any Shed activity that his fellow Shedders participate in, it is expected the Shed will:

- Make every effort to provide whatever support needed for him to do so and
- Ensure *all* Shedders have equitable access to the same time/space when participating.

3rd party care support: Whenever a Shedder/man is suffering from a disability that creates a need for personal/behavioural support whilst participating in his Shed, he may need one to one (1:1) care. For specific information on 1:1 care/support, please also refer to Appendix 3 on page 39 of the guidelines.

Tips for a new Shedder with a disability wishing to join his local Shed:

The application process – The purpose of disclosing any disability whenever a man first applies to join his local community Men's Shed, is so that the Shed can first determine how they can best support him. In doing so, they can further determine how to do so without compromising safety – of particular importance whenever such men wish to participate in workshop activities.

The first visit – Given Sheds operate on different days/times it is advisable for any prospective Shedder to first call his local Shed to arrange a time to visit.

Also, if he doesn't know already, it gives him the opportunity to ask about the Shed's core activities and - if he feels comfortable, can tell them a little about himself, which will often create an opportunity for both parties to discuss health related matters.

Tips for a current Shedder with a disability wishing to stay actively involved in his Shed

The process

Once your initial assessment (outlined below) and your personal care needs have been met, it is very likely your continued Shed participation will be much the same – in terms of enjoyment/fulfilment/engagement, as it was prior to your disability being diagnosed.

Information on your local Shed's contact details/operational hours can be found via:

- internet: <https://www.menssheds.org.au/sheds-near-you/>
- Email: admin@wamsa.org.au Phone: 0414 950 902

Further - and assuming your Shed adheres to the principal aims of the three steps outlined in the guidelines, your ongoing relationship with your fellow Sheddors will also remain the same.

Determining what support a Shedder with a disability may need to maximise his enjoyment in a Men's Shed.

Preamble

The key intention of this advice is to assist any Shed and a Shedder either new or existing, who has recently presented with a disability, - to create a support-plan that is intended not to compromise his:

- Equitable rights to:
 - Participate in meaningful projects/activities that other able bodied members participate in;
 - Share in the same time/space that his fellow Shedder does;
 - Access of the same space/amenities/tools and equipment his fellow Sheddors have access to
 - Participate in Shed social events/activities and be eligible to perform special roles, including serving on the management committee.
- Safety in any area of the Shed's facility that is regularly frequented by his fellow Sheddors

Assessing needs

To avoid any future governance matters and as long as the Shedder being assessed agrees by endorsing it, it is advisable to document any agreed support by way of a suitably formatted/worded support-plan.

A *sample* of which can be found in the accompanying guidelines on page 42 that also doubles as a comprehensive checklist. The key matters covered in the checklist are:

- Shedder with a disability's general support needs
 - Days/times attending?
 - Allergies / Medical conditions / Support details / Communication needs;
 - Dietary requirements / Money handling / ambulation needs;
 - 1:1 carer assistance required? If so - who? :- primary carer / paid carer / family member /friend
 - Is transport to & from Shed required? If so: support/mobility aids and devices /transfer difficulties
 - Religious/cultural needs

Confidentiality

As with any Membership documents, unless agreed otherwise, any ratified support-plan should be in single (no copies), hard-copy format only. To be held in safekeeping where access is restricted to those individuals responsible for upkeep of Shed membership records.

Reviewing needs

Given disabilities that Shedders succumb to can often be caused by conditions that progressively deteriorate, unless there is no cause to do otherwise, it is advisable to agree on a minimum 12-month review-term. Where the support plan can be amended or superseded (with a new plan). It is important that during any review both parties are present and any adjustments endorsed by both attending parties.

Early disclosure – It is important to emphasise the advantages of having a disabling condition diagnosed early enough to ensure effective treatment. Often men suppress the early warning signs to the detriment of their future quality of life.

APPENDIX 3 – MSWA Men's Shed Fact Sheet 2

MSWA Men's Shed Fact Sheet 2:

Advice to those looking to care for a Shedder with a disability in a Men's Shed.

This sheet is a supplement of *The Shedders Guide to Disability Inclusion & Participation in a Men's Shed*.

Whilst information herein is intended to be read/understood by those involved in disability support in a Men's Shed in conjunction with the guidelines, it should be provided to anyone looking to provide one to one care support in their Shed to a Shedder with a disability.

A Shedder with a disability: Is a man suffering a permanent disabling medical condition that creates a need for him to be supported when participating in Shed activities. Support that his fellow able bodied Shedders would not expect to receive when taking part in same activities.

Disability Support in a Shed: Due to his disability, whenever a Shedder/man can't equitably take part in any Shed activity that his fellow Shedders participate in, it is expected the Shed will:

- Make every effort to provide whatever support needed for him to do so and
- Ensure *all* Shedders have equitable access to the same time/space when participating.

A Shedder with a disability needing 3rd party care-support: Whenever a Shedder/man is suffering from a disability that creates a need for additional personal/behavioural support whilst participating in his Shed, there may be a need for him to be accompanied by a one to one (1:1) carer. This could be from one of the following groups:

- A family member;
- a friend and/or fellow Shedder;
- a professional care-worker.

Tips for all parties – Includes: the above groups, the Shedder/man with the disability & (if applicable) his primary-carer, Sheds and a supporting service provider/ care-worker supervisor

Going it alone – even though a Shedder ordinarily needs 1:1 disability support at home or within his community, it may not be needed when visiting his local Shed, because, if possible, independent participation offers greater benefits.

Without compromising a Shedder's rights/confidentiality, or - forgoing safety, Sheds seeking to minimise the involvement of an external carer will first need to have the carer advise them of their charge's needs. For example – to eliminate personal support with toileting, once advised, a Shed can easily shorten duration/increase frequency of a Shedder's visits to suit. Or, when a Shedder with dementia is prone to wander, this is something most fellow Shedders are willing to assist with in the carer's absence.

Simple and considered solutions that may well lead to less 1:1 external care-support and result in improved outcomes for all parties concerned.

Support Plan – Whenever any carer/service provider allows Sheds to assume responsibility for 1:1 care-support, whilst professional service providers will have mandatory client reporting requirements, other carer groups – such as friends and fellow Shedders, may not. So, Sheds are encouraged to also document a formal "Shed Support Plan".

A Sample Shed Support Plan is included in the Guidelines - Appendix 5 / page 51, for this purpose. It is expected Sheds that do record such information on a plan will provide all relevant parties with an up to date copy.

Periodic Review - Given many disabilities will progressively worsen over time, it is further advisable to conduct a periodic review of the level of support a Shedder needing their support is provided. Unless an unplanned event prompts an earlier review (such as a notable worsening of a condition), it is advisable Sheds conduct an annual review.

1:1 tips for professional Care Workers and their service providers:

Preamble – If 1:1 carer support is considered necessary in any Shed, it is highly likely it will be provided through the Shedder's own disability service provider, who will allocate the carer from their staff.

Service providers/care worker supervisors - Whenever a client expresses an interest in joining his local Men's Shed, be mindful of the likely expectations on his 1:1 care worker and the active role they may be expected to play to support their client in a workshop environment. Therefore, if possible, allocate a care worker with the following considerations:

- Ensure they have read and understand:
 - This fact sheet;
 - The one to one Disability carers Skillset sheet that accompanies this fact sheet;
 - Any rules specific to the Shed they are wishing to attend;
- The terms and conditions of the Shed specific to
 - What is expected of the client?
 - What is expected of the carer?
 - What is expected of the service provider?
 - Are female carers allowed in the Shed?
- Be aware of:
 - The environment you are exposing your client/carer to (go and visit the Shed).
 - The conditions of entry for both carer and client
 - Ongoing fees and charges for both client and carer.
- Select (if possible) a care worker with the most suitable skills and attributes by using the Skillset sheet (that accompanies this fact sheet)

The 1:1 Care-worker - A community Men's Shed can be the perfect place for a male client with a disability to participate in. Research has shown that men who do regularly attend their local Men's Shed can expect to enjoy improved health and wellbeing outcomes, making it a great social activity for both you and your client to take part in.

However, the success of any such participation is often down to the *willingness* of the care-worker to play an active role in supporting their client in the workshop. Often (not always) Sheds expect carers to not only provide 1:1 care support for their client, but to also co-assist them when participating in a Shed's workshop. If this is not something you are prepared to do, then this needs to be made clear from the start. In some Sheds, failure to do so may result in your client not being able to join the Shed.

APPENDIX 4 – One to One Men's Shed Disability Carer Skillset

One to one Men's Shed Disability Carer Skillset	Shed Name:		Contact person:			
	Contact person:		Signature**			
Checklist	Date :		Date :			
<p>This matrix is a guide and intended for use by anyone expecting to provide care support to a Men's Shed member (Shedder).</p> <p>Used to identify the level of knowledge/understanding needed to aide a Shedder with a disability in 2 differing support roles:</p> <p>A) Sideline assist – Be on-hand, able/willing to provide support services in column-A</p> <p>B) Co-Assist – Be on-hand, able/willing to provide all support services in column-B</p> <p>C) Carers self-assess – to be filled in by the carer providing the support</p>				A) Sideline-support	B) Buddy support	C) Carers self-assess
* As and when required / tick as appropriate ** Authorising officer						
Abilities		Have an empathic and friendly disposition		y	y	
		Prepared to learn new skills		n	y	
Key Attributes		Be comfortable in providing personal assistive care - medical/toilet/absolutions/food intake		y	y	
		Manage Behaviours of Concern and use Positive Behaviour Support strategies;		y	y	
		Assist with mobility support when client is attending activities outside the home		y	y	
		Use effective monitoring strategies to counter certain behaviours/conditions;		y	y	
		Work unaided to deliver these services to their clients.		y	y	
		Interested in working on practical project with others				
Qualifications/pre-requisites		Current first Aid Certificate		y	y	
		Drivers Licence		y	y	
		Be a financial member of the Shed (a recognised Shedder)		*	*	
		Membership status negotiable/special arrangementsⓧ		*	*	
Competencies		have completed the relevant facility induction				
		Can demonstrate a clear understanding of safety in a workshop environment		n	y	
		Experience in workshop practices relating to machine operation – wood &/or metal		y	y	

Willingness		To complete formal facility induction process	y	y	
	To undergo training/develop competences in the operation of woodworking machinery		n	*	
	To undergo training/develop competences in the operation of metalwork machinery		n	*	
	To undergo training/develop competences in the operation of a computer		n	*	
	To undergo training/develop competences in		*	*	
	To undergo training/develop competences in		*	*	
	To undergo training/develop competences in		*	*	
	To undergo training/develop competences in		*	*	
	To undergo a one moth probationary trial		*	*	
Desirable		Ability to teach others new skills/techniques	n	y	
	Have skills and/or experience in one or more of key trade activities		n	y	
Gender		Male carers only	*	*	
Female carers are welcome in our Shed		*	*		

APPENDIX 5 – MSWA Men's Shed Disability Support/Care Plan

[Shed Name/Logo]	
MSWA Men's Shed Disability Support/Care Plan This sheet is a supplement of <i>The Shedd's Guide to Disability Inclusion & Participation in a Men's Shed</i> Guidelines Page 1/3	
Shed:	Client Name:
Client Address:	
Client Date of Birth:	
Client Phone:	
Emergency Contact Name:	
Emergency Contact Phone:	
Relationship to Client:	
Contact Email:	
Day/s Attending:	Diabetic: Yes <input type="checkbox"/> No <input type="checkbox"/>
Languages:	
Allergy/Medical:	
Medical and Support Details:	
1. Limitations as they relate to the Shed:	
2. Current Medical Conditions:	
3. Primary Disabilities/Restrictions:	
4. Additional Care Notes:	
5. Mobility Aids:	
6. Communication Needs:	
7. Hearing/Vision:	
8. Religious/Cultural Requirements:	

MSWA Men's Shed Support Plan				
Page 2/3				
Support Requirements:				
	Independent	Supervision	Assistance required	Details/Comments
1. General Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Managing Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Vehicle transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Use of Seatbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Up/Down Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment:				
		Details/Comments		
6. Mobility equipment	<input type="checkbox"/>			
7. Transfer equipment	<input type="checkbox"/>			
Food/Dietary Requirements				
Men's Shed Information and Requirements:				
8. Document Checklist:	<input type="checkbox"/> Rules of Shed provided/explained <input type="checkbox"/> Fact Sheet 1 - Supporting Shedder with a Disability. <input type="checkbox"/> Fact Sheet 2 - Supporting Shedder with a Disability (Where applicable)			
9. Client Access to Shed:	<input type="checkbox"/> Client attendance day/times have been explained <input type="checkbox"/> Supervision requirements have been explained			
10. Transport Options:	<input type="checkbox"/> have been determined/agreed			

MSWA Men's Shed Support Plan				
Page 2/3				
Support Requirements:				
	Independent	Supervision	Assistance required	Details/Comments
11. Transport Assistance Required from fellow Shedder(s)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Volunteers: Name 1: Name 2:	

MSWA Men's Shed Support Plan	
Page 3/3	
One to one Care support (when required)	
<input type="checkbox"/> Shedder <input type="checkbox"/> Family/friend <input type="checkbox"/> Care worker	Name: Contact:
Care Worker Details Only.	Company name:
	Supervisor's Name:
	<input type="checkbox"/> Fact Sheet 2 completed
General Practitioner/Specialists (when required)	
Medical Centre:	GP Name:
Address:	Suburb:
	P/C:
Phone:	Fax:

Men's Shed Recruitment Officer (completing plan): _____

Date completed: _____

APPENDIX 6 – Disability Access Upgrade Plan

Template		Disability Access Upgrade - Plan
		Descriptor
Shed Name:		
Project Officer:		
Date :		
Code	Action	
G-1/a		
/b		
/c		
/d		
/e		
A-1/a		
/b		
/c		
/d		
/e		
R-1/a		
/b		
/c		
/d		
/e		

APPENDIX 7 – Disability Access Upgrade Green Zone

Template		Disability Access Upgrade – Budget/Scope of Works: Green Zone				
Shed Name:						
Project Officer:						
Date :						
Code	Activity	Title	\$K	Materials/activity	Labour (hr/qty)	Who
Green Zone 1&2 Sub-total:						
		Disability Access Upgrade – Budget/Scope of Works: Amber Zone				
Code	Activity	Title	\$K	Materials/activity	Labour (hr/qty)	Who
Amber Zone 1&2 Sub-total:						
		Disability Access Upgrade – Budget/Scope of Works: Red Zone				
Code	Activity	Title	\$K	Materials/activity	Labour (hr/qty)	Who

APPENDIX 8 - Useful links/contacts

1 / 2

Link/contact	Title of organisation/body	Purpose of organisation/comment
WEB: https://www.mensshedswa.org.au/resources PH: Email:	Men's Shed of WA Association - Men's Sheds resources	The initiator of the project that led to these guidelines being produced. Being a first go-to organisation when Sheds are seeking advice on disability support matters.
WEB: https://mensshed.org/amsa-resources/handbooks-factsheets/people-with-a-disability/ PH: Email:	AMSA - People with a Disability	Excellent information available specific to Shedders/people with disabilities with a national perspective being the Australian Men's Shed Association.
WEB: https://www.nds.org.au/contact PH: 9242 5544 Email: ndswa@nds.org.au	National Disability Services Commission, Perth	A national peak disability advocacy body that engages on every level of the disability support spectrum in WA. Playing a lead role in disability support, making them an ideal advisory body for Sheds - individually or collectively, to consult and/or use as a sounding board.
WEB: https://tadwa.org.au/ PH: 9379 7400 Email: enquiries@tadwa.org.au	TADWA - Perth (Head office)	A not-for-profit enterprise specialising in the design/supply/install of building compliant disability infrastructure that includes: <ul style="list-style-type: none"> • Removable/permeant access ramps & rails • Modifications to bathrooms & access doorways/doors • Advice on infrastructure makeovers and building compliance matters
WEB: https://tadwa.org.au PH: 1300 663 243 Email: bunbury@tadwa.org.au	TADWA - SW office	

Useful links/contacts

2 / 2

Link/contact	Title of organisation/body	Purpose of organisation/comment
WEB: http:// www.disabilityaccesswa.com.au PH: 9355 5484 Email: admin@ohaccess.com.au	Disability Access 14/755 Albany Highway East Victoria Park	A commercial company specialising in all facets of disability access that includes: t specialising in building disability access providing: <ul style="list-style-type: none"> • Accessibility Assessment Reports • Building Audit Reports & Action plan • Mobility Assessment Reports • Project Design Advice • Project Plan Certification • Strategy & Access Compliance Advice
WEB: www.humanrights.gov.au/our-work/disability-rights/ PH: 1300 656 419 Email: infoservice@humanrights.gov.au	Australian Human Rights Commission - disability advisory services	An eastern States government department that provides advice/information and, if needed, manages human rights complaints.
WEB: www.disability.wa.gov.au PH: 9355 5484 Email: admin@ohaccess.com.au	Home Disability Services	A not for profit government organisation providing advice and information on disability access and Inclusion plans and more.
WEB: http://www.ohaccess.com.au/ PH: 9207 6440 Email: admin@ohaccess.com.au Road South Bunbury WA	OH ACCESS Unit 9 224 Balcatta Road BALCATTA WA 6021	A commercial company specialising in all facets of disability access that includes: t specialising in building disability access providing: <ul style="list-style-type: none"> • Certification of buildings for design compliance • Review of building design for compliance with the intent of the Disability Discrimination Act 1992 • Onsite access audits and appraisals • Disability Access Advice Disability and Access related Projects