NEW MEMBER APPLICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
| Suburb |  | Post Code |  |
| Phone |  | | |
| Email |  | | |
| Current Occupation |  | | |
| EMERGENCY CONTACT |  | Phone |  |
| Do you have any health conditions or are you on any medication/s that may affect your capacity to safely operate machinery? Your honest response may not restrict what you can or cannot do but will improve safety. | | | |
| Skills and hobbies: | | | |

## Please complete for applicants under the age of 18

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Parent / School / referral agency | |  | | |
| Referral Contact Person Name | |  | | |
| Email | |  | | |
| Phone | |  | | |
| Comments/Restrictions | | | | |
| Signed Parent, supervisor etc |  | | Date |  |

By signing below, I confirm that the above application information about me is correct.

APPLICANT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health, Safety and Induction

Members of the [Name of Shed] have a DUTY OF CARE to themselves, their peers, family members and visitors to operate safely so that afterwards we can return home to our loved ones unharmed. Mates don’t like to see each other get hurt.

Responsibility for **Shed Safety is everyone’s business** because safe operating is essential to everything we do. The Committee or ‘authorised persons’ establish and oversee shed operations and the members so they have a key role in requiring that safe practices are followed. Members who use the shed facilities have a corresponding duty to comply with safe practices and adjust any unsafe practices accordingly.

# Incident management

It’s important for all concerned that incidents (and near misses) are treated seriously. Every incident or near miss signals a flaw in Health & Safety practice and should be reported to the duty officer, safety officer or a committee member and be entered in the incident book.

Notes should be made about each incident including the cause. Corrective action should be taken if reasonably possible to prevent an incident happening again. If the committee feels it could have Insurance implications or, the information might help other Shed’s avoid a similar incident, they should report it to Men’s Sheds of WA on an incident form.

# Emergency procedures

A first aid box is located at xxxxx and should be used for any minor aid required. Please report the use of any materials from this box so it can be replenished.

A fire extinguisher is located xxxxx

The nearest Defibrillator is located xxxxx

Life threatening or critical Ambulance assistance call 000

Non emergency Ambulance bookings call 13 1233

Police 13 1444

Crime stoppers 1800 333 000

# Induction

All members must attend an induction course and be aware of the Shed rules for Health, Safety and machinery operation.

Rules and recommendations

# Attendance book sign in

Members and visitors are to sign in on arrival and sign out on departure. Failure to do so may mean you or others in attendance are not covered by insurance.

# Shed membership badge

* Name badges must be worn in the Shed.
* Family emergency contact details are to be written on the reverse side of your name tag.

# Safety gear and personal protection

* Read the operating instructions for the machine you are going to use.
* Use the dust extraction equipment when relevant and possible.
* Safety glasses must be worn when operating machinery.
* Hearing protection and dust masks must be worn when using some machinery.
* Wear dust masks when working with composite or treated timber.
* Closed footwear is to be worn, no thongs or sandals.
* Use the wood pushers supplied when using woodworking machinery.
* Use gloves as required.
* Use proper lifting techniques.
* Ask for help with large or awkward work pieces.
* When painting or using chemicals do so in a well-ventilated area.

# Machine operation

* Never operate a machine without another member in attendance in the shed.
* Read the operating instructions before use.
* Seek help if you are not sure of how to adjust or use the machine.
* Wear the appropriate safety gear.
* Do not remove any safety guards.
* Use the dust extraction equipment.
* Be aware of others working around you.
* Switch the machine off when not in use.

# Housekeeping

* Clean up work areas and machines after use.
* Replace any tools used in their storage place.
* Replace unused timber in the racks.
* Short lengths or off cuts of timber that can be used are to be put in the seconds bin.
* No electrical cords on the floor.
* Clean paint brushes and replace in storage.
* Switch off all power points at the plug (except the fridge) before closing the shed.

# Hygiene

* Toilet is located xxxx
* Wash hands before using tea facilities.
* Wash cups with detergent
* Clean brew area after use and put chairs away.

# Borrowing of Tools and Equipment

* Tools and equipment maybe borrowed to take home subject their being approved by a committee member and logged.

# Smoking

* Smoking is not permitted on the premises.

# Shed operations

* Shed operates: Monday to Friday 08:30 to 16:00 and Saturday 08:30 to 12:00.
* A minimum of 2 people are required in the Shed at all times

Assessment of a member’s job capacity

Members Name:

If assessor is in doubt, of any of these assessments, a member will need to produce a doctors clearance before any jobs can be undertaken.

## Assessed knowledge level

5 Green  Is competent to operate all the plant & equipment for a job

3 Blue  Requires supervision to work high risk equipment for a job.

1 Red  Restricted to manual tasks only.

## Assessed physical ability

5 Green  Can safely and easily lift and walk with three house bricks

3 Blue  Can safely and easily lift and walk with two house bricks

1 Red  Cannot achieve Blue Level.

## Assessed mobility

5 Green  No movement restrictions evident to work on a job.

3 Blue  Some restrictions to mobility that may require job assistance

1 Red  Significant restrictions and cannot achieve Blue Level.

## Assessed vision / hearing ability

5 Green  Vision and hearing OK without assistance

3 Blue  Needs glasses or hearing aid to work safely

1 Red  Significant restrictions and cannot achieve Blue Level.

Work Capacity Score \_\_\_\_\_\_\_\_\_\_out of total score of 20.

|  |  |  |
| --- | --- | --- |
| GREEN CARD | BLUE CARD | RED CARD |
| Requires at least 17 / 20 | Requires at least a 3 (Blue) in each category | Could not achieve Blue Level |

ASSESSED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk rating for shed machinery

A second aspect of a person’s capacity to work safely concerns the machinery used in the various activities. The following rating scale provides a guide about the risks of machines and equipment and while not covering all items in sheds, additional items of equipment can be added by a shed to complete the intent of this rating scale.

Note: It may be that equipment within a shed may be old or restricted in function, in which case the risk rating below may need to be adjusted, please adapt the following to suit your own assessment.

Please don’t overlook the fact that – IF THE TOOL OR MACHINE IS UNSAFE FOR A BUSINESS, IT’S ALSO UNSAFE FOR A SHED.

## Level 1

These items are low risk with little or no training needed.

* Hand tools such as: spanners, hammers, files, vices, manual timber cutting saws, gardening equipment, kitchen equipment including knifes.
* Paints and varnishes, general cleaning substances, gardening and kitchen products.

## Level 2

These items are considered a medium risk by a person who is familiar with their use and requires only minor supervision. It’s likely that Personal Protective Equipment (PPE) is needed and must be used. Also, safety guards must be in place prior to use.

* Metal and Woodworking lathe, pedestal drill press, band saw, circular saw bench, belt sander & disc grinder, electric hand tools, rivet guns.
* Chemicals that contain mild acids or corrosives.

## Level 3

These items may require a licence / permit to operate and need to be sighted by the Volunteer prior to usage in the shed, this level also applies to contactors who may be working at the shed. At a minimum, moderate supervision is required.

* Fork Lift, Heavy Vehicles, Crane, construction work, plumbing, electrical work, use of welding equipment, oxy-cutting equipment, digging trenches, working in confined spaces.
* Dangerous chemicals should be avoided, however small amounts of fuel may be handled. **No explosives are to handled or stored in sheds.**

Shed membership badge

All members need to wear a name badge when attending the Shed. The main purposes are for security i.e., the name badge shows a person is authorised to be in the Shed. The badge can also be used to indicate the approved rating to undertake work.

The rating is a subjective indication based on two scores for each person.

The skills capacity and the complexity of equipment needed.

In most cases, a job will require a mix of skills. It may be that a single person can accomplish the job, or he may need some help.

A badge can be seen as the safe work indicator for each member. This may seem like an overkill for a small Shed but its value will be best served in the larger sheds with a large membership where people may not be familiar with who can do what.

## Green 1/ 2

This tag indicates that a person is clear to operate all but the most dangerous equipment / chemicals without much supervision. For a member holding this tag, he must still ask permission of the Member in charge of operations to use a level 3 piece of equipment or handle such materials. Where relevant, the Member must show a current permit / licence to operate specific equipment where it’s required.

## Blue 1 or Blue 2

Members may have a Blue 1 or a Blue 2 Tag. No blue tagged members will be permitted to operate level 3 equipment – these items are to be operated only by Green approved members.

## Red

Members with a Red tag are authorised to work with Level 1 equipment and material only with an appropriate level of supervision.

## Note

The above guides must be used with sound judgement about each case. If doubt exists about a members abilities then a separate opinion should be sought prior to making a final decision. Help may come from the committee or a source such as a carer or a doctor.

Induction checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Member's name:** |  | **Start date:** |  |
| **Assessor:** |  | **Tag rating:** |  |

**Explain the Shed structure & purpose**

* Type of work done - How much personal work allowed
* Description of jobs & responsibilities
* Times Shed open - Tea times
* Out of hours enquiries

**Explain your policies and procedures on**

* Drug & alcohol misuse
* Use of telephone
* Non smoking policy
* Members rules of behaviour
* Child Protection

**Introduce key people & explain roles**

* Coordinator
* Supervisor
* Other members

**Show the Shed facilities**

* Car parking
* Eating facilities
* Locker & change rooms
* Wash & toilet facilities
* Work areas, tools, machinery & equipment

**Explain your training**

* First aid, fire safety & emergency procedures training
* Handling risky substances
* Instruction on safe machine use & special features of each machine

**Explain Shed Safety responsibilities**

* Consultative & communication processes
* Incident reporting procedures, including where to find reporting forms
* Policy and procedures
* Roles and responsibilities
* Reporting risks
* Lock up security for member’s belongings & the Shed

**Show your Shed safety environment**

* Emergency procedures, exits & fire extinguishers
* First aid facilities
* Information on workplace risks & controls
* Safe use and storage of risky substances
* Material safety data sheets (MSDS)
* Safe use and storage of Personal Protective Equipment (PPE)
* Location of machine instruction manuals
* Need for safe clothing & footwear

**Member’s data records**

* Privacy of information
* Existing medical problems so that supervisor is aware
* Contact details for emergency use

|  |  |
| --- | --- |
|  |  |
| Member Signature | Assessor Signature |

Record of safety instruction

All shed equipment must be listed and best judgement used to select the risk rating,(examples below).

Members name:

| Risk Rating | **Read Safety Rules** | | | **Machine Operation Explained** | | | **Assessed ok to Operate** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Confirmed (Initials) | Date | Instructor (Initials) | Confirmed (Initials) | Date | Instructor (Initials) | Confirmed (Initials) | Date | Instructor (Initials) |
| General Safety Rules |  |  |  |  |  |  |  |  |  |
| Fire Equipment & Drill |  |  |  |  |  |  |  |  |  |
| Procedure At Accident |  |  |  |  |  |  |  |  |  |
| Paint/Solvent Handling |  |  |  |  |  |  |  |  |  |
| **Level 1 Risk** | | | | | | | | | |
| Metal Detector |  |  |  |  |  |  |  |  |  |
| Belt Sander |  |  |  |  |  |  |  |  |  |
| Spindle Sander |  |  |  |  |  |  |  |  |  |
| Disk Sander |  |  |  |  |  |  |  |  |  |
| Bench Grinders |  |  |  |  |  |  |  |  |  |
| Drill Press |  |  |  |  |  |  |  |  |  |
| Scroll Saw |  |  |  |  |  |  |  |  |  |
| Hand Tools Various Powered/Pneumatic |  |  |  |  |  |  |  |  |  |
| **Level 2 Risk** | | | | | | | | | |
| Radial Saw |  |  |  |  |  |  |  |  |  |
| Table Saw/ Thicknesser |  |  |  |  |  |  |  |  |  |
| Thicknesser |  |  |  |  |  |  |  |  |  |
| Band Saws |  |  |  |  |  |  |  |  |  |
| Drop/Pull Saws |  |  |  |  |  |  |  |  |  |
| Radial Saw |  |  |  |  |  |  |  |  |  |
| Drum Sander |  |  |  |  |  |  |  |  |  |
| Band Saw |  |  |  |  |  |  |  |  |  |
| Planer |  |  |  |  |  |  |  |  |  |
| Table Router |  |  |  |  |  |  |  |  |  |
| Large Belt Sander |  |  |  |  |  |  |  |  |  |
| Large Thicknesser |  |  |  |  |  |  |  |  |  |
| **Level 3 Risk** | | | | | | | | | |
| Thicknesser |  |  |  |  |  |  |  |  |  |
| Lathes X 2 |  |  |  |  |  |  |  |  |  |
| Large Table Saw |  |  |  |  |  |  |  |  |  |
| Table Saw |  |  |  |  |  |  |  |  |  |
| Horizontal Band Saw |  |  |  |  |  |  |  |  |  |
| Lucas Saw |  |  |  |  |  |  |  |  |  |
| Chainsaw |  |  |  |  |  |  |  |  |  |
| **Dangerous Risk** | | | | | | | | | |
| Table Saw |  |  |  |  |  |  |  |  |  |
| Horizontal Band Saw |  |  |  |  |  |  |  |  |  |
| Lucas Saw |  |  |  |  |  |  |  |  |  |