

# Dural Men's Shed

## New Member Induction Handbook

### 1. Welcome to Dural Men's Shed (The Shed)

The Shed Committee is pleased to welcome you as a potential member. We trust that through your involvement you may feel supported and valued and have fun in an atmosphere of mateship, camaraderie and fellowship. You will also have the opportunity to be productive and contribute to the community.

The purpose of this Handbook is to introduce you to the policies and objectives The Shed has been built on, the facilities that are available here and the expectations and responsibilities of members. As the members help The Shed to grow and evolve, so this handbook will be amended from time to time and we invite you to join what has been an exciting adventure.

In whatever role you may be involved we trust you will commit to the aims and objectives of The Shed and at all times contribute to a safe and cheerful environment.

For further information or clarification, you can visit our website at [duralmensshed.org](http://duralmensshed.org), contact The Shed at [duralmensshed@gmail.com](mailto:duralmensshed@gmail.com) or contact The Shed Coordinator, Chris Thomas on 0402 478 498.

The Shed forms part of The Centre (Dural Baptist Church - DBC) which works under the principle of providing many community services, constantly wishing to serve the local community.

The Shed is a member of the Australian Men's Shed Association (AMSA).

### 2. History of the Dural Men's Shed

Memberships of the Dural Men's Shed date from 28 April 2012. In mid 2011 the Dural Baptist Church was approached by a local resident, Graeme Dodds, with an offer to donate a considerable catalogue of industrial metalworking equipment to form the core of a Men's Shed, possibly within the property of the DBC Sports Centre, at Dural. The church congregation and pastoral team recognised the potential of this proposal to create a valuable service ministry to the local community and a team began planning and negotiating a suitable space. Within weeks, the team received an offer via Mal Satchell, of some woodworking equipment from a TAFE workshop due for upgrading. Permission was received to partition off part of the underground carpark at the sports centre and install a power supply, thanks to a \$50,000 donation from the Dural Baptist Church. So with much determination (spurred on by the pending delivery of literally tons of equipment) work began.

Since that time The Shed has undergone a number of expansions and refurbishments, assisted by state government grants, donations from partner organisations and supporters, the hard work of members and the ever-present support and prayers of the Dural Baptist Church.

A grant of \$50,000 from the State Government, thanks to Ray Williams, in 2014/15 helped build the "Top Shed" which is now the home of all things metalworking, leaving the original space in the underground carpark for woodworking activities.

Other significant donations have been received over the years from WhiteLion, Galston Bendigo Bank, Living Choice Retirement Village, Dural Rotary, the Royal Agricultural Society of NSW and others. Donations of equipment and materials, as well as advice and assistance have often been received from Hare and Forbes, Bunnings, Woolworths and other local businesses. Member subscriptions and fund-

raising have also made possible the purchase of many new items of equipment and materials over the years.

The Shed has received recognition from the State Government, FAMILY AND COMMUNITY SERVICES, for the volunteer work carried out by The Shed men, and also recorded in state parliament Hansard by our local member Ray Williams.

It has been amazing how the various opportunities to serve the community have just opened up and evolved over time.

From 2013, (until interrupted by COVID in 2020), The Shed ran a programme in partnership with WHITELION/OPEN FAMILY, an organisation helping youth at risk. How this worked was that The Shed had up to 10 boys (aged 15-16) who were variously disengaged with society who came to The Shed on a Friday and completed wood and metal projects with about 10 of The Shed men. Over 150 boys have been through the programme, which aimed to achieve one of 3 outcomes... have them go back to school and complete their schooling, get into a trade course, or into employment. Through the programme the boys gained a sense of achievement and self-esteem and receive an achievement certificate relating to skills gained and tools they had used. Unfortunately, this program has not regained funding, but The Shed is seeking similar opportunities to serve the community.

Another great community programme is where a small number of Shed members work each week with some young men from Warrah Disability Services, making simple projects such as outdoor furniture, gaining skills and having a great time.

We have also engaged with Galston High School to help boys gain experience in car restoration projects, with a view to progressing to careers in auto mechanics and repairs.

Thanks to Galston High School and Galston Bendigo Bank, in early 2019, we took charge of an 18 passenger mini-bus, which has been useful for group outings and other community activities.

A vegetable garden was maintained behind the Top Shed between 2016 and 2023.

In school holidays, some of The Shed men have started a "Pop Shop" when grandfathers can bring grandchildren to do a bit of "one on one" woodwork under supervision.

Members are constantly coming up with projects to help communities near and far. Toys for Samaritans Purse, playground tables for local schools, sulky restorations for local businesses, windmills for RAS, furniture for local families, ...to name a few.

During 2020 The Shed, in conjunction with a local Exercise Physiologist, set up a new health and rehab centre to help blokes look after their health (The Health Shed). The primary purpose is to assist in keeping people out of hospital, preventing heart attacks and stroke, but also to be a place where they can continue rehab and exercises following either heart operations or knee and hip operations.

The Health Shed has now been opening up for use by the wider community, particularly men and women in their senior years.

Dural Shed members are finding that there are ways to be a community shed for males of all ages and stages of life ... including some guys who are recovering from serious stroke, accident, and medical conditions. The Shed is a tonic for many men.

All this is playing a part in helping boys and men to get through difficult stages of their life.

During 2020 we responded to the plight of fire victims of the south and north coast. The fires destroyed many hundreds of homes, and some families have been rebuilding but many have very limited funds. So, The Shed has put together a programme of securing kitchens and appliances and

sending these to families to alleviate some of the high cost of their rebuild. This activity has since been extended to flood victims.

We have formed an alliance with LIVING CHOICE VILLAGE at Glenhaven, and through their generosity we are able to dismantle and recycle kitchens when the units require refurbishing on change of owner. Thank you LIVING CHOICE!!

### **3. Principles of The Shed**

The Dural Men's Shed is a place where all men, regardless of age, background, or ability:

- 3.1. Are respected, valued and belong, and can comfortably use and pass on their practical skills and knowledge.
- 3.2. Learn through doing stuff together – each man is a teacher and a learner, each having different levels of skills, professional and practical, to share collectively.
- 3.3. Can come together and help out in their communities.
- 3.4. Can just come and have a chat and a cuppa if that is all they're looking for.
- 3.5. Can talk about things that are important to them, and can improve their own wellbeing by keeping physically, mentally and socially active.
- 3.6. To the best of their ability, Members are encouraged to spend ...
  - 1/3 of their time on charity and community projects,
  - 1/3 maintaining and developing The Shed facilities and
  - 1/3 on their own projects.
- 3.7. Looking Out For Each Other

With the diversity of facilities available and the large number of members enrolled, it is impossible to expect that all activities will be monitored by a Supervisor at all times. All members have a responsibility to look out for each other, gently alert mates to unsafe practices and give assistance when necessary. We all have a personal responsibility to NOT operate power tools or engage in other risky activities, if no other members are in the vicinity and able to come to our assistance in an emergency. Members are encouraged to look out for each other outside The Shed as well.

### **4. The Shed Environment**

As far as reasonably practical, The Shed and its members will provide and maintain a working environment that is without risks to health and safety.

Shed Supervisors are not responsible for your safety, but they are there to oversee Shed activities and promote effective operation of The Shed. The last Supervisor to leave the shed each session, will ensure it is closed safely and left secure.

Participants are expected to conduct themselves in a courteous manner towards Supervisors, members and other users of The Shed. This includes being considerate of another person's need for space, tools, materials and equipment.

Personal abuse, bullying, victimisation, violence, anti-social behaviour, discrimination on any basis, or infringements of the rights of others will not be tolerated and may be the subject of counselling, suspension or ultimately disqualification from membership.

## 5. Your Commitment, “The Rules”

By signing the Membership Application Form you formally commit to:

- 5.1. make every effort to maintain a safe environment in the shed, following all safety rules and instructions as listed below and as may be varied from time to time;
- 5.2. take responsibility for the personal health, safety and well-being of people participating in the Dural Men’s Shed - (Look Out For Each Other);
- 5.3. abide by all notices (safety and otherwise) posted from time to time in and around the shed;
- 5.4. permit your photo and contact details including, address, phone number, email and date of birth to be made available to other Shed members for the purposes of aiding communication and building a sense of community. (The Member Gallery of ID photos displayed opposite the main entrance door of the Bottom Shed is also a valuable aid for confirming membership and status, in the interests of safety and security);
- 5.5. allow photos and videos of you participating in DMS activities to be used to publicise the activities of The Shed, The Centre and Dural Baptist Church.
- 5.6. not hold the management of The Shed or The Centre responsible for any loss or damage to any personal items taken to or from the shed.

## 6. Safety

### **THE SAFETY OF PEOPLE IN OUR MEN’S SHED TAKES PRECEDENCE OVER ALL OTHER CONSIDERATIONS - WITHOUT EXCEPTION**

#### 6.1. Equipment Specific Authorisation

In the interests of your own safety (and peace of mind of other members), we require that you take advantage of the training and authorisation process available for specific pieces of equipment, as indicated by signage. The process of gaining authorisation is straight forward and requires the endorsement of an appropriate Trainer. Details are included in signage adjacent to equipment.

#### 6.2. Entry to the shed is not permitted unless a Supervisor is present.

#### 6.3. No member is permitted to use machinery/equipment if alone in the shed. (This is an insurance requirement – See 8.2)

#### 6.4. All persons entering the shed, whether members or visitors, must sign-in to the attendance book at the entrance to the Bottom Shed. (This is an insurance requirement – See 8.2) It would also be appreciated if members would sign out on leaving, for fire safety purposes.

#### 6.5. Always wear suitable clothing that does not pose a safety risk, particularly no loose material or dangling cords that can get caught in machinery, long hair and beards contained, and suitable enclosed footwear – thongs and open sandals are not appropriate.

#### 6.6. Always wear appropriate Personal Protective Equipment (PPE), such as ear muffs or plugs, eye protection, dust mask and gloves. It is recommended that you bring your own suitable PPE and ensure it is kept in good condition, (remember COVID). Some PPE is available at the shed, but cannot be guaranteed.

#### 6.7. Before using any equipment check that it is safe and functional. Safety is your responsibility.

- 6.8. Good housekeeping is a vital ingredient of both safety and respect for others.
- 6.9. Any materials or processes identified by the Safety Committee or a Supervisor as potentially dangerous, or which may affect the health of you or other members, are not to be introduced into the shed.

Such materials include (but are not limited to):

- Treated Pine (Hazard Class H4 or above, marked "Treated with copper chrome arsenate", CCA) and
- some epoxy resins.

Seek approval before using any material that may have toxic impacts and respect the decision made. IF IN DOUBT, DON'T.

- 6.10. With the specific approval of the Supervisor on duty, Treated Pine (Hazard Class H3 or below) and MDF, may be cut on saws fitted with air extraction or drilled on a pedestal drill inside the shed. A Material Safety Data Sheet (MSDS) should be provided and all recommended precautions complied with. No other processing of any treated pine products to be carried out in or around the shed.
- 6.11. DUST MINIMISATION is a priority, especially in the lower (Wood) Shed. All hand held machine wood sanding to be done in the area outside the shed. Set up outside the wire gate next to the mower shed, or find an area further away from the shed.
- 6.12. Many machines are fitted with AIR EXTRACTION. It is a condition of membership that you USE THE AIR EXTRACTION SYSTEM AS EFFICIENTLY AS POSSIBLE.

If a machine has a manual duct gate it must be OPENED when the machine is in use, AND CLOSED when not.

ENSURE THE EXTRACTION FAN IS ON IF USING ANY OF THESE MACHINES.

- 6.13. Members are expected to clean up their own mess as soon as they stop using equipment (not at the end of the day).
- 6.14. If you find mess overlooked by someone else, tools out of place or overflowing bins, etc. – what an opportunity to set an example and show how you value the tidy Shed environment.
- 6.15. Always leave machinery in a safe, off condition with all safety guards in place OR identify it clearly as OUT OF SERVICE. Inform a Supervisor.

**6.16. INJURY, INCIDENT and NEAR MISS Reporting**

The safety of any person in the shed, particularly if they are hurt or in a dangerous position, takes precedence over everything else we do. If a person is injured priority is to be given to not only his personal well-being but the safety of everyone else around.

All incidents or near misses are to be recorded on a sheet, found near the sign-on table.

We are a volunteer based organization, accepting all decisions made and costs incurred are the responsibility of the individual.

- 6.17. Safety procedures and policies, in addition to those listed in this handbook, are displayed in the shed and communicated through emails and announcements.
- 6.18. Dural Men's Shed accepts no responsibility if these rules are not followed.

## 7. Other Expectations

- 7.1. Please wear a NAME BADGE when at the shed.
- 7.2. Please accept the advice of Supervisors. When in the shed they are there to help every member as necessary.
- 7.3. All hand tools are to be returned to their usual place at end of use.
- 7.4. Physical Ability and Work Capacity Assessment

All members are encouraged to honestly assess their own physical abilities (strength, mobility, balance, sight, etc.), before attempting any work activities at the shed.

As a rule of thumb, before considering **operating a fixed power tool**, such as a pedestal drill, band saw, circular bench saw, lathe or grinder, you should be physically confident to safely lift and walk with three house bricks and have no significant movement restrictions pertinent to the job.

If you cannot safely and easily lift and walk with two house bricks or you have any movement restrictions that may require job assistance, you should **restrict your activities to low risk activities involving hand non-power tools** – spanners, hammers, paint brushes and cleaning products, gardening and kitchen equipment, etc.

*Note: The above “rule of thumb” conditions are recommended by the Australian Men’s Shed Association as part of a formal Work Capacity Rating scheme to be applied to each member for the purpose of restricting activities.*

### 7.5. Incapacitated Members

Experience has shown that we always have a numbers of members who cannot get to the shed due to health problems – sometimes very severe issues. Every member is encouraged to be in contact with these guys as part of our commitment to be a caring Shed Community and our “Looking Out For Each Other” ethos. If you find yourself in need of a hand don’t hesitate to contact our Chairman or a member of the “Looking Out For Each Other” Support Group. Your privacy will be respected and all discussions remain confidential as you may wish.

### 7.6. Working with Children

Some activities at the Dural Men’s Shed involve working with and/or mentoring minors. These include the Warrah and Galston High School sessions, typically on Wednesdays. Whenever the shed is occupied by children or minors who are not accompanied by members of their own family, all the men in the shed must comply with the following:

- 7.6.1. Obtain a state government Working with Children Clearance and register you name, DOB and WWC Number with the admin office at The Centre. This needs to be renewed every 5 years.

For more information, go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) or email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).

- 7.6.2. Undertake a Baptist Church “Creating Safe Spaces” training course, either in person or on-line. ([www.creatingsafespaces.org.au](http://www.creatingsafespaces.org.au))

- 7.6.3. On each day, “Sign On” to an attendance register along with the names of minors/children also in attendance. *(It is a legal requirement that this attendance record be retained for a period of at least 40 years)*

Members and visitors who have not complied with the above requirements are not permitted to enter the shed on days set aside for Working with Children activities.

## **8. Facilities, Amenities and other General Information**

- 8.1. The Shed is normally open for general membership use on Thursdays from 9am, Saturdays from 9am and for Woodturning on Mondays from 9am.
- 8.2. Some activities of The Shed operation are covered by insurance policies of The Centre and also under the Australian Men’s Shed Association (AMSA) Group Insurance Program. Our Insurers note that the Management Committee has a responsibility to ensure the environment they provide is safe to those who utilise it, and those around it. Details of terms, conditions and exemptions may be provided on request. (Exclusions include, for example: Flying foxes, Bungee jumping, Jumping pillows, Motorised Sport of any kind, Parachuting/sky diving, etc.) (See also 6.3, 6.4 and 8.11)
- 8.3. Please be aware that many areas of The Shed, and the rest of The Centre buildings and grounds, are under 24 hour security video surveillance.
- 8.4. Supervisors are pleased to provide help or advice on projects. Don’t be shy to ask.
- 8.5. Training sessions in the correct and safe use of machinery/equipment are held regularly or on request.
- 8.6. Any member who misuses tools or equipment will be expected to reimburse The Shed for repair or replacement.
- 8.7. Members are expected to supply all materials for their own projects e.g. timber, screws, nails, glue, paint, etc.
- 8.8. Paint, stain, fillers, paint brushes, nails, screws, glue, etc. are not purposely supplied by The Shed for private (personal) projects.
- 8.9. If timber, nails, screws, glue, steel stock, bolts, welding and steel cutting consumables etc. are taken out of Shed stock for private projects, a suitable donation is required and expected.
- 8.10. Tools can only be borrowed with permission of a Shed Supervisor and with an appropriate record. See record book at Sign-in table.
- 8.11. Animals on site, introduce an unstable element to an already dangerous situation (a workshop with tools), which cannot be controlled, and can leave the committee exposed to claims should something occur. We do not condone or promote the allowance of animals on site.
- Service animals, if kept away from working areas, with a well-constructed risk assessment, may be assessed as low hazard and permissible, at the discretion of the Management Committee.
- 8.12. Work in the shed ceases at 10am for morning tea (15mins) and at 12 noon for lunch (half hour). Equipment, particularly Dust Extraction, is to be turned off at these times.

- 8.13. Tea, coffee, milk, sugar and kitchen cleaning products are supplied by The Shed in return for \$2 donation per day per member.
- 8.14. First Aid Kits are available at the Top (Metal) Shed and Bottom (Wood) Shed. Please familiarise yourself with their location. A Defibrillator is available at both the Top and Bottom Sheds and in the Sports Centre directly above the Bottom Shed.
- 8.15. The Main (Bottom) Shed has more than 400 square metres floor space (including storage areas) and is home to general woodworking and woodturning, as well as pyrography, lapidary, and kitchen/recreation area.
- 8.16. The Top Shed has about 200 square meters ground floor plus 50 square meter mezzanine and houses metalwork equipment, lathes, mills, metal saws, sheetmetal formers, welding bay, a forge and car hoist. The main computer resources, including 3D printing and vinyl cutting are housed on the mezzanine.
- 8.17. The Health Shed is in a room about halfway between the Top and Bottom Sheds.
- 8.18. From time to time bee hives may be located at the rear of the Top Shed.
- 8.19. A basic Toilet is located adjacent to the recreation area outside the Bottom Shed. More comfortable Mens and Womens facilities, including showers and change rooms intended for sporting teams, are available off the foyer of the Sports Centre above the Bottom Shed.
- 8.20. The Centre Café, immediately above the Bottom Shed, is often open for public patronage. It is sometimes used for Men's Shed meetings. Please observe a reasonable dress code.
- 8.21. The Shed Website is accessible via [duralmensshed.org](http://duralmensshed.org). The Member Only area accessible via Password contains the latest Member Gallery of ID photos and technical information about much of The Shed's machinery.
- 8.22. Other facilities of The Centre (Meeting Rooms and indoor sport arenas) can be made available for use by members by arrangement with The Centre management.
- 8.23. Parking is usually available in the underground carpark outside the Bottom Shed. Parking here is shared with The Centre and may be in short supply during other events. Parking is also available on the grassed area outside the Top Shed which is accessible from Kenthurst Road via the neighbouring property (also owned by The Centre). Please respect the occupants of the neighbouring property and remember to check in to the Attendance Book at the Bottom Shed.

## 9. "Go To" People

Details of committee members and office bearers, including:

Management Committee:

Chaplin:

Treasurer and Membership Registrar:

Health and Safety Co-ordinator(s):

First Aid Officers:

Wood and Metal Shed Coordinators and Supervisors:

and "Looking Out For Each Other" Support Group:

may be found in the Members Only Area of The Shed website – [www.duralmensshed.org.au](http://www.duralmensshed.org.au)



## Dural Men's Shed Membership Application

Registration Date:	
Name:	
Date of Birth:	
Address:	
Contact Details: Home Phone	Mobile
Email Address:	
Emergency Contact Person:	
Emergency Contact Phone Number(s):	
Emergency contact relationship to you?	
Any medical conditions we need to be aware of?	
What experience do you have in DIY, Men's Shed, Workshop?	
<p>I participate in The Dural Men's Shed with the understanding that both The Centre and I will make every effort to maintain a safe environment in the shed. The Centre and people appointed as supervisors in the shed do not take responsibility for the personal health, safety and well-being of people participating in the Dural Men's Shed. I agree to abide by all notices (safety and otherwise) posted from time to time in and around the shed. I agree that my photo and contact details including, address, phone number, email and date of birth as listed on this form may be made available to other shed members for the purposes of aiding communication and building a sense of community. Photos and videos of me participating in DMS activities may be used to publicise the activities of The Centre and Dural Baptist Church. The above-mentioned organisations and individuals take no responsibility for any loss or damage to any personal items taken to or from the shed. I have read and agree to abide by the New Member Induction Handbook as amended.</p>	
Signature:	
Print Name	Date
Official use only - CRM entry date:	