



Standard Operating Procedure New Member Induction Package

	Name	Signature	Date
Prepared by	Eric Taylor	<i>E. J. Taylor</i>	14/3/2023
Revised by	Peter Taylor	<i>P. A. Taylor</i>	7/03/2023
Checked By	Terry Coleman		
Authorised By	Peter Taylor		

To ensure the initial and ongoing safety and wellbeing of all members and visitors to the Shed, it is compulsory that ALL new members (both social and full members) undertake an Induction process.

This will be conducted once a new member has submitted a Membership Application form and the Treasurer has confirmed the member's annual fees have been paid. The process will be different for the two types of membership.

1. Social Members

They will be asked to:

- Watch the [AMSA Induction and Safety Video](#) QR Code >>>>>>>>
- Read [AMSA New Members Induction Handbook](#) and sign the Declaration on Page 8



2. Full Members

They intend to use equipment are asked to:

- Watch the [AMSA Induction and Safety Video](#)
- Read AMSA [Safe Use of Equipment Safety Manual](#)
- Read [AMSA New Members Induction Handbook](#) and sign the Declaration on Page 8
- Read and signed the Machine Competency Procedure and Form(SIMS-MT-154), when required.

Note: There is a complete [The Men's Shed Health & Safety Manual](#) should members wish to read it.

An interview will then be conducted by a SIMS Member Induction Officer, who will work through this New Member Induction Package with the new member, who will then be requested to sign the New Member Induction Package Assessment Form (F.SIMS-NMI-103.1 as appended.

The Assessment Form on attached is intended to:

1. Confirm details provided by the new member
2. Discuss the member's answers to questions relating to his:
 - Work experience

Controlled Document	
Revision No: 1	Page 1 of 7
Reference No: SIMS-NMI-103	Valid To:

- Mental acuity and physical capacity
- Willingness to assist by sharing specific expertise e.g. appropriate trade, computing, accounting, admin skills with other members

The member will be asked to read the following Policies and Procedures, which are available online or in hard copy at the Shed:

- [Drug & alcohol misuse](#)
- [Non-smoking policy](#)
- [Code of Conduct](#)
- [AMSA Working with Children Policy](#)

Signing attached form will declare that they have read and understood those documents.

Use of equipment

Members will not be permitted to use any power tools or equipment unless authorised.

Note: the Machine Competency Procedure (SIMS-MT-154), explains the way in which members are permitted to use the shed equipment and machines

Risk Rating for Shed Machinery, Equipment and Tools

Hand Tools, powered hand tools, equipment and fixed machines used in the shed have varying degrees of risk and are graded 'Level 1 to Level 4' as described below. The grades give an indication of the risk involved in their use and the level of training and assessment required. **Training** is defined as '**practical guided instruction**' and it involves:

- reading and understanding the operating instructions
- practical basic demonstration by an authorised person
- guided practise in the use of the machine
- demonstration by the member of basic competence

In all cases below the member will have signed the attendance register when visiting the Shed, and confirmed by so doing that he is competent (or otherwise) in using this category of equipment, and is aware of the personal risk involved in the improper use of the equipment,

Level 1:

These items are low risk with little or no training required, including Hand tools such as:

- spanners, hammers, chisels, hand planes, files, vices, saws, gardening equipment, kitchen equipment including knives
- Paints, varnishes, general cleaning substances, gardening, kitchen products, where the properties of and risks involved in handling are described in the applicable '[safety data sheets](#)' available for all substances used at the Shed

Level 2:

Controlled Document	
Revision No: 1	Page 2 of 7
Reference No: SIMS-NMI-103	Valid To:

These items are considered a medium risk and may be used by a person who:

- is familiar with their safe use, has read and understood the relevant Standard Operating Procedures
 - have satisfied the Supervisor or Training Co-ordinator of their competence
- OR
- received “practical guided instruction” to achieve competence in the use of the machine for the specific project / activity they are undertaking.

These items include:

- Powered tools such as hand-held drilling machines, nail guns, hand planers, impact jack hammers, hand routers, rivet guns, hand sanders, disk sanding and cutting tools, Circular Saws and Oscillating jig Saws.
- Chemicals that contain mild acids or corrosives, where the properties of and risks involved in handling are described in the applicable ‘[safety data sheets](#)’ available for all substances used at the Shed

Level 3

These items are considered higher risk and may only be use by authorised users who:

- have read and understood the item’s operating instructions
 - have read the relevant Standard Operating Procedures
 - are familiar with and can demonstrate their safe operation for the project being worked on
 - can identify the risks associated with the equipment
 - have satisfied the Supervisor or Training Co-ordinator of their competence
- OR
- received “practical guided instruction” to achieve competence in the use of the machine for the specific project / activity they are undertaking.

These items include:

- Metal and woodworking lathe, pedestal drill press, band saw, table/bench saw, belt sander & disc grinder, electric hand tools, planer/thicknesser, router table
- The use of welding equipment when not used on pressure vessels or structural items, oxy/plasma-cutting equipment.

Level 4:

These restricted items may require a license / permit to operate and these need to be sighted by the Duty Supervisor prior to usage. This requirement also applies to contractors who may be working at the Shed.

These items include:

Controlled Document	
Revision No: 1	Page 3 of 7
Reference No: SIMS-NMI-103	Valid To:

- Forklifts, Heavy Vehicles, Crane, construction work, plumbing, electrical work, digging trenches, working in confined spaces
- Dangerous chemicals which should be avoided, while small amounts of fuel may be handled



In general, no explosives are to be handled / stored in Men's Sheds
Special arrangements may be made for the use of Powder Actuated Tools

Induction Checklist

The second part of the Induction process is to ensure that the new member is familiar with the Shed, its personnel, safety requirements and 'Policies and Procedures'. A checklist is detailed below (SIMS-NMI-103.1):

This Check List is to be signed by the Member Induction Officer and the New Member and will form part of the member's file.

Controlled Document	
Revision No: 1	Page 4 of 7
Reference No: SIMS-NMI-103	Valid To:

New Member Induction Package Assessment Form (F.SIMS-NMI-103.1)

- **Note: New Members (Inductees)** to complete Sections A, B, C and D and part of F.
- **The Member Induction Officer** to complete Sections E and part of F.

Section A – Members’ Contact Information

Date Assessed	
Assessed by	
Member’s Details	
First Name	
Surname	
Address	
Home Phone	
Mobile phone	
Email	
Date of Birth (dd/mm/yyyy)	

Section B - Member’s Experience

Last Occupation and any other relevant experience	
Work Skills current	
Work Skills past	
How could you assist in sharing your specific expertise? eg. Appropriate trade, computing, accounting, admin skills	
Interests and hobbies	

Section C - Disabilities

Do you have any Disabilities?	
If “Yes”, please describe what form they take	

Controlled Document	
Revision No: 1	Page 5 of 7
Reference No: SIMS-NMI-103	Valid To:

Section D - Medical

Do you have any Medical Conditions we should be aware of in case of an emergency?	
List all Medications	
List all Allergies	
Emergency Contact	
Name	
Address	
Phone	Mobile: _____ Home: _____
Relationship	

Section E – Duty Supervisor’s Induction Checklist

Explain the Shed Structure & Purpose		Explain Shed Safety and Responsibilities	
Type of work done - Personal Projects and Customer Work Orders	<input type="checkbox"/>	Duty of Care for one another, open communication essential, no compromise on safety.	<input type="checkbox"/>
Shed Management Structure: Management Committee, Executive Committee, Workshop Manager, Duty Supervisors, Training Co-ordinator, First aid officers	<input type="checkbox"/>	Incident reporting procedures, including where to find reporting forms	<input type="checkbox"/>
Shed Opening and Meal times	<input type="checkbox"/>		<input type="checkbox"/>
Enquiries from Shed Members and the General Public (7am – 9pm) SIMS Mobile Phone No: 0493 058 874	<input type="checkbox"/>		

Policies and Procedures		Reporting Risks	
Drug & Alcohol Misuse Policy available	<input type="checkbox"/>	Shed safety features , location of Emergency Stop Buttons Emergency procedures, exits & fire hose extinguishers, First aid facilities, Defibrillator, Eye Wash Station, Ear Plugs, Dust Masks, Safety glasses	<input type="checkbox"/>
Non-smoking policy Policy available	<input type="checkbox"/>	Workplace Risks & Identify Hazards	<input type="checkbox"/>

Code of Conduct	<input type="checkbox"/>	Chemical and Paint Storage Policy Handling risky substances	<input type="checkbox"/>
Child Protection	<input type="checkbox"/>	Safe use and storage of Personal Protective Equipment	
	<input type="checkbox"/>	Location of Machine instructions and Standard Operating Procedures manuals	<input type="checkbox"/>
	<input type="checkbox"/>	Need for safe clothing & footwear	<input type="checkbox"/>
	<input type="checkbox"/>	<ul style="list-style-type: none"> • Member's data records • Privacy of information • Existing medical problems so that supervisor is aware Contact details for emergency use	<input type="checkbox"/>
Show the Shed facilities :-	<input type="checkbox"/>		<input type="checkbox"/>
- Car parking	<input type="checkbox"/>		
- Eating facilities	<input type="checkbox"/>		
- Wash & toilet facilities	<input type="checkbox"/>		
Work areas, tools, machinery & equipment	<input type="checkbox"/>		
Shed Training:			
First aid, fire safety & emergency procedures, assessment and training process to obtain Authorised use of machines and power tools	<input type="checkbox"/>		

Filing of all relevant documents

Following the induction, it is the responsibility of the Member Induction Officer to email all relevant Induction documents to the Training Officer and Document Control Officer.

=====

Section F - Record of Induction

Member's Name

Signature

Date

Member Induction Officer's Name

Signature

Date

Comments

Controlled Document	
Revision No: 1	Page 7 of 7
Reference No: SIMS-NMI-103	Valid To: