



## Induction Check list

To maintain the safety and wellbeing of all members and visitors to the Shed, each new member will need to undertake a 'New Member Induction' by the duty supervisor before starting activities in the shed.

	Members will be asked to:	Completed (Y/N)
1	Watch the <a href="#">AMSA Induction and Safety Video</a>	
2	Read <a href="#">AMSA Induction Handbook For New Members</a> and sign the appended declaration form.	
<b>Read and accept the following Policies and Procedures</b>		
3	<a href="#">Drug &amp; alcohol misuse</a>	
4	<a href="#">Non-smoking policy</a>	
5	<a href="#">Code of Conduct</a>	
6	<a href="#">AMSA Working with Children Policy</a>	
An interview will be conducted to confirm details provided on the 'Membership Application Form' using:- <ul style="list-style-type: none"> <li>• <a href="#">New Member Induction Package Assessment Form (F.SIMS-NMI-103.1)</a></li> <li>• <a href="#">Machine Training Form (F.SIMS-MC-154)</a></li> </ul>		
7	Work experience	
8	Mental acuity and physical capacity.	
9	Willingness to assist by sharing their specific expertise eg. appropriate trade, computing, accounting, admin skills with other members.	
<b>The New Member will then be shown around the Shed explaining :</b>		
10	<p>The important aspects of the Attendance Sheet by "signing on" the member:-</p> <ol style="list-style-type: none"> <li><b>Will not</b> perform any work until the Duty Supervisor is present and has signed in.</li> <li><b>Are capable</b> of safely performing the task(s) you propose to do during the day;</li> <li><b>Will adhere</b> to all safety instructions provided by the duty Supervisor</li> <li><b>Will not</b> use any Machine requiring "Authorisation".</li> <li><b>The need</b> for an emergency contact</li> <li><b>Duty of Care</b> for one another eg <ul style="list-style-type: none"> <li>- Speaking out about unsafe practises (tell supervisor if necessary)</li> <li>- identifying hazards in shed</li> <li>- storage of projects (requires name for ownership)</li> <li>- benches (all available to anyone) to be cleared at the end of each day</li> <li>- clean up your mess in the shed and lunchroom before you leave</li> <li>- One Shed extra Cleanup is allocated to successive days of weekly rotated (see roster in lunchroom)</li> </ul> </li> </ol>	
11	Fire hose and Extinguishers, Emergency exits and assembly area, First aid Kit	
12	Global Emergency Stops (3) function and only reset when safe	
13	Fixed machines and welding equipment requiring authorisation (discuss means of authorisation)	
14	Safety equipment Safety Glasses, dust masks, leather gloves, Ear pieces	

15	Hand tools which can be used, if competent	
16	Powered Hand tools which can be used, if competent	
17	Hardware (drill bits, router bits etc) and Consumables (screws etc)	
18	Safe access to Mezzanine timber storage area available to all members (noting Guidelines for Payments - -Donations – Purchases- Reimbursement )	
19	Access to paint and container storage area	
20	Car park shared with Warrigal Bus Drivers	
21	Shed Computer Members Account “Sign on” Useful Information available On-line:- <ul style="list-style-type: none"> <li>- The complete 101 page on which our Documents are based can be accessed by clicking the link. <a href="#">The Men’s Shed Health &amp; Safety Manual</a></li> <li>- <a href="#">Wood Work Training Information</a></li> <li>- Metal Work Training Information under Construction</li> <li>- <a href="#">Member’s Policies and Procedures</a></li> <li>- <a href="#">Potential Projects</a></li> <li>- <a href="#">Safe Operating Procedures</a></li> <li>- <a href="#">Safety Data Sheets</a></li> <li>- <a href="#">Training Videos</a></li> <li>- <a href="#">User Manuals</a></li> </ul>	
22	<a href="#">New Member Induction Package Assessment Form (F.SIMS-NMI-103.1)</a> Signed?	
23	<a href="#">Machine Training Form (F.SIMS-MC-154)</a> Signed?	
24	Copy of signed Check List, and above forms given to the Member and placed in President’s Pigeon Hole	
25	Explained there is an expectation that all members will help where possible with fund raising to pay for consumables, mornings teas, Ideas Barbeques, electricity, share of rates, rubbish collection, shed rent and keep fees to a minimum.	
<b>Member Feed back</b>		

**Induction Completed : -**

With \_\_\_\_\_  
(Name)

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Duty Supervisor** \_\_\_\_\_  
(Name)

Signed \_\_\_\_\_ Date \_\_\_\_\_