BAYSIDE MEN'S SHED GROUP INC

Code of Conduct - Rules of Operation

PURPOSE:

Bayside Men's Shed Group Inc. (BMS, Shed) is a community-based, not-for-profit, non-commercial organisation, run by men for men. The association is established as a charity whose purpose is to advance the health and wellbeing of men by giving them a safe place to make friends, talk, access health information and share meaningful activities in the company and with support of other men.

Many of our members have reached retirement but now find that they can usefully fill only part of their day. They miss the stimulation and friendships they had in their working life. The Shed can provide them with that missing purpose, through meaningful activities, projects to participate, the company of likeminded men, and development of new friendships.

VALUES:

The underlying principles of the Shed are

- Integrity
- Fairness
- Responsibility and
- Respect and Care for others

All members are expected to apply these values when at the Shed.

MEMBERSHIP:

New Membership

- Membership is open to men from all walks of life and backgrounds.
- Members must be over 18 years of age.
- Members using the Shed Workshop must be of such physical and mental capacity as to be able to work safely and unsupervised around others in a high risk environment.
- Members using the Quiet Activities Area must be physically and mentally capable of using the facilities safely and unsupervised. There are no support services provided.

Occasionally Shed operational constraints may make it necessary to limit new members. At those times a New Member Waiting List is formed. Prospective new members will be made aware if/when this situation exists.

Life Membership

To qualify for Life Membership, candidates should have given long and exceptionally meritorious service to the Shed.

Any financial member may nominate another member for Life Membership. Nominations to the Committee must be in writing, containing the supporting facts and have the written endorsement of at least three Committee members.

Nominations will be received and reviewed by the Committee at one of its regular Meetings where they will be put to a vote. Nominations for Life Membership will require the support of at least 75% of the full Committee to be accepted.

The benefits of Life Membership are:

- Certificate
- Complimentary Annual BMS Membership (including insurance) for life.

In exceptional circumstances BMS Life Membership may be rescinded by a vote of at least 75% of the full committee.

SHED MANAGEMENT:

BMS is managed by a Committee of Management. The Committee and office bearers are elected by BMS members at the Annual General Meeting. All financial members are welcome to participate in this meeting.

The Committee meets a minimum of three other times during year. The conduct and aims of operation are generally consistent with those of Australian Men's Shed Association (AMSA) and Victorian Men's Shed Association (VMSA).

All Committee members are identified on their individual name tag and welcome the opportunity to discuss any matter with members.

ACTIVITIES:

Activities take place in adjacent buildings in Wells and Bonanza Rds Beaumaris.

- The **WELLS RD BUILDING** is our Shed Front Door. In this building you will find the Sign-In desk, Shed Office, Meeting Room, as well as kitchen and facilities such as the lounge area with large TV, a library, and computers with internet. It is the space for the quieter pursuits. Activities currently available include cards, board games, chess, darts, and billiards/pool.

- The **BONANZA RD BUILDING** is our workshop for wood work and metal work activities. It has an extensive range of hand tools, power tools and fixed large equipment. There is a high level micro air particle exhaust system as well as a sawdust collection/extraction system fitted to major fixed equipment.

OPEN HOURS :

The normal Shed opening sessions are currently:-

Monday:	9:00am - 1:00pm
Tuesday:	9:00am - 1:00pm
Wednesday:	9:00am - 1:00pm
Thursday:	9:00am - 4:00pm
Friday:	9:00am - 1:00pm

The Shed is CLOSED on days that are Victorian State Public Holidays and the days between Boxing Day and New Year's Day. A calendar of the CLOSED days is distributed to members each year, displayed at Shed, and on BMS web site.

FEES :

There are three types of fees payable:

- **NEW MEMBER JOINING FEE**:
  currently $10.00, paid at the time of joining.

- **ANNUAL MEMBERSHIP FEE**:
  currently $50.00, paid at time of joining, then due annually on first day of March. The major component of this fee is insurance covering members whilst at the Shed and undertaking Shed activities. The insurance cost is updated annually. Information on insurance policy is on Shed website.

- **WEEKLY ATTENDANCE FEE**:
  currently $5.00, paid on the first day of attendance in each week.
  This fee covers costs associated with refreshments and incidental consumables used in day-to-day Shed operations.

HEALTH & SAFETY:

Safety is the responsibility of all members. Members must apply safe work practices and maintain a safe working environment both for themselves and other members.

We aim to ensure that all members have a happy and fulfilling experience at the Shed and leave without sustaining any injury.

Health and Safety signs are located at the entrance to and within the Shed buildings. All members are expected to comply with these safety signs and BMS safety standards at all times whilst at the Shed.

Sections of the Shed have activities/machines that are potentially dangerous and may cause serious injury to the user and others if incorrectly utilised. Members must READ and UNDERSTAND ALL NOTICES about use and maintenance of

equipment. If a Notice is not understood the member should ask the Shed Session Leader or a Committee Member for clarification.

Where members are unfamiliar with the operation of equipment they must seek guidance from the Shed Session Leader, or Equipment Coordinator.

First Aid

The Shed DOES NOT provide trained First Aiders at Shed sessions.

Ambulance should be called (000) for anything other than a minor injury.

From time to time, members who have had First Aid or medical training may be present. Their presence and the relevance of skills is not guaranteed.

First Aid Kits and defibrillators are located in both Shed buildings: Wells Rd bldg in main room near kitchen, Bonanza Rd bldg in main room near toilets.

A First Aid Room is in the Wells Rd bldg co-located in Handicapped and Ladies Toilet. It has First Aid Kit, Emergency Contact Lists and Incident Register.

If you are injured seek assistance from another member and ensure any incident is entered in the Incident Register.

For other than minor injuries it is strongly recommended that an Ambulance is called (000) immediately.

Fire

In case of a fire, Fire Services should be called (000) for anything other than a very minor incident.

Shed emergency procedures must be adhered to. Follow direction of Shed Session leader. If directed, assemble at the designated area in park adjacent to the Shed buildings (see evacuation chart).

Induction & Training

It is important that we integrate all new members into our organisation. We want them to understand the operations of the Shed, the various equipment and facilities, are able to safely establish new friendships, and ultimately become part of the Shed social fabric.

All new Shed Members are required to participate in the BMS Induction Program. The program comprises two parts:

INDUCTION PART 1:

Covers Shed Overview and General Shed Health and Safety awareness.

ALL members must complete Induction Part 1.
Members completing PART 1 have a WHITE rectangle on their name tag.

INDUCTION PART 2:

Covers specific Workshop large fixed equipment. Members wanting to use the large fixed equipment in the Workshop MUST successfully complete Induction Part 2. Following completion of Part 2, members are required to get approval to operate each specific item of large fixed equipment. Members successfully completing PART 2 have a BLUE rectangle on their name tag.

NOTES :

- Members wishing to only participate in Quiet Activities are not required to participate in Induction Part 2. They are restricted to HAND TOOLS in Workshop.
- Successful completion of Induction Part 2 induction DOES NOT automatically enable immediate total access to ALL Workshop equipment. Assessment will be made a number of weeks after the Part2 Induction to confirm the purposes of the workshop have been achieved.
- Some equipment involves a significantly higher set of skills and training. This restricted equipment is only operated by the 'Named Users' for that specific equipment. Equipment currently on the "Named User' list comprises: wood lathe, metal lathe, table router, CNC. The 'Named User' list is displayed near the particular equipment.
- If you wish to become a 'Named User' for particular equipment, please discuss with the Session Leader who will initiate the process.

TRAINING:

BMS is unable to provide training. We do not have any certified trainers. We do not offer training courses.

SHED OPERATIONS:

A Committee Member (Session Leader) is assigned to each Shed open session and is designated as 'Shed Session Leader'. Members must comply with his directions.

Members are required to sign the Attendance Book (on desk in Wells Rd building foyer) on first entering the Shed and to sign out when leaving the Shed.

Members are asked NOT TO ATTEND SHED if they are suffering from sniffles, cold, coughs, flu or any other infections disease.

From time-to-time the Committee may limit attendance at particular Shed sessions due to work space limitations/overcrowding/safety concerns.

Workshop Personal Safety Equipment

The wearing of Safety Glasses is mandatory for members and visitors entering the Workshop.

Hearing Protection is highly recommended while using powered equipment in the Workshop and recommended at all other times.

Members should acquire a personal set of Safety Glasses and Hearing Protection for their use in Workshop.

Clothing suitable for industrial work environment (not loose or lightweight) must be worn while working in the Shed Workshop.

Robust footwear (not sandals/thongs) must be worn while working in the Shed Workshop.

Safety glasses, hearing protection and dust masks are available for visitors.

General Workshop Practices

A minimum of two members must be present whenever Workshop equipment such as table saw, band saw, drop saw, router, jointer/plane and lathes are being used.

All working areas must be kept tidy and safe whilst in use, and when finished with, cleaned and made ready for use by other members.

All equipment taken from store/racks/cupboard must be returned to the same store/rack/cupboard in a clean and ready state for use by other members.

At the end of each session, attending members are expected to assist with general sweeping, cleaning and tidying.

Workshop Tools, Machinery & Equipment

All tools, machinery and equipment are the property of BMS.

After use, machines must be cleaned and returned to its default condition, eg:

- blades returned to vertical
- tables to level
- chuck keys removed
- angle guides to zero
- cutters/drills removed
- equipment powered off.

In the event that a machine/equipment is damaged or needs maintenance the Shed Session Leader or a Committee Member must be advised ASAP and details be entered into the Maintenance Log Book. If needed, equipment is 'Tagged-Out'.

Projects

From time-to-time, BMS undertakes projects for the benefit of the local community or the Shed itself. These jobs are usually on basis of material costs only. Members are expected to volunteer to assist in these community projects from time-to-time. BMS does not contract for outside work.

Borrowing Workshop Tools

All Shed Tools are primarily for use by members at the Shed.
Workshop Tools may be borrowed for personal use as long as they are returned BY THE COMMENCEMENT of the NEXT Shed Session.

Details of the loan must be entered in the "Equipment Loan Book" and signed off by a Committee Member. On return, tools must be inspected before being signed back in by a Committee Member. Any tools returned damaged or excessively worn must be repaired/made good by the borrower.

Workshop Materials Supply and Management

- **Timber**

In general, stock material has been donated or purchased by the shed. This material is for use on small personal projects or for use on community projects. It is not intended for use on major projects. Members are expected to provide the material for their own significant/major projects.

If a member's material needs to be stored, a strip of masking tape clearly marked with the member's name and date must be attached. To maximize rack space availability, material must not be stored longer than 3 months. Materials marked with a member's name must not be used by another member without reference to the named member.

There are some timber materials not permitted to be worked at Shed as they are a serious health risk or a serious contaminant to the Shed dust extraction system. This includes CCR impregnated timber, lead painted timber, MDF, and others named from time–to-time.

Painted, stained, varnished or contaminated timbers are not to be worked on in Shed or equipment attached to Shed dust extraction system.

Exception may be granted by Shed President in special situations where PPE is worn and timber sawdust and scraps are collected and placed in RED rubbish bin.

- **Fixings – Screws, Nails, Nuts, Bolts etc.**

These items are for general use. However, where considerable quantities are required, members should provide their own supplies.

- **Other – Paint, Varnish, Glue etc.**

Where items are provided by the shed they are of a general nature. Where members have a special need it is expected that they provide their own supplies. Glue bottle nozzles are to be kept clean using hot water.

Other Interest Groups

Not everyone likes woodwork!!!
Members with a common interest in a particular activity have got together and formed a number of interest groups.
Current groups are for:-

- card playing (Five Hundred)
- art (water colors, pencil, etc)
- gardening ,
- snooker/pool,
- 3D Printing & CNC Machining,
- home brewing

These different groups meet regularly to get involved in 'their thing'. Refer to the notice board in Wells Rd bldg table for Coordinators name / contact details, meeting days, etc.

If there is a particular interest you think others might enjoy, contact one of the Committee and they will assist you through evaluation and the setup process.

CONDUCT:

Members must comply with BMS 'Code of Conduct –Rules of Operation' (this document as updated) at all times and respect the facilities provided by Bayside Men's Shed Group Inc.

It is expected that Members will take responsibility and care for the Shed's property / equipment. Should a member be found to have willfully or recklessly damaged Shed property / equipment, they may be required to pay to replace equipment or rectify damage.

Any member conducting themselves inappropriately, not complying with the Shed values, or refusing to take reasonable direction from the Shed Session Leader or the Shed Committee, may have their membership suspended for a period of one month. In extreme situations a Members membership may be cancelled by a majority vote of the Shed Committee. Membership fees will not be refunded for any period of membership suspension or membership cancellation.

AFFILIATIONS:

Bayside Men's Shed Inc. (BMS) is affiliated with the Victorian Men's Shed Association (VMSA) and the Australian Men's Shed Association (AMSA).

BMS is an Incorporated Association, registered under the Act, and has adopted the Incorporated Associations' Rules. The rules are available on BMS web site.