

INTRODUCING A NEW MEMBER TO THE WORKINGS OF THE SHED – AN INDUCTION

It's what we do and how we do it, set out in a consistent way so that we don't leave anything out.

Inductions are a neat way of covering the important stuff so that a new member knows what is required and can fit in with all the rest of the blokes, knowing how things are done around here.

The use of a check sheet so that no matter who takes the induction it is methodical and consistent.

The example over the page is just that an example.

Something you can modify to suit the important stuff that you would want to cover in an induction in your Shed.

From time to time you may need to make additions to your induction checklist to reflect changes in practise in your Shed, and it won't hurt for those who have been a member for a long time to sit in on a current induction, as a refresher.

A Mens Shed

Induction Checklist

Members name:	
Induction date:	
Coordinator/Supervisor	
<p><u>Explain the Shed structure and purpose</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> People behind the Shed <input type="checkbox"/> Who is the Shed for <input type="checkbox"/> Personal projects <input type="checkbox"/> Community projects <input type="checkbox"/> Times Shed open <input type="checkbox"/> Out of hours enquiries <p><u>Policies and Procedures</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Membership rules <input type="checkbox"/> H & S Document <input type="checkbox"/> Functions & alcohol <input type="checkbox"/> Urgent phone calls <p><u>Key people and roles</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinator <input type="checkbox"/> Supervisors <input type="checkbox"/> Team Leaders <input type="checkbox"/> Members directory & cooperative networking <input type="checkbox"/> Committee <p><u>Shed facilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Car parking <input type="checkbox"/> Kitchen - eating facilities <input type="checkbox"/> Wash & toilet facilities <input type="checkbox"/> Work areas, tools, machinery & equipment, storage <input type="checkbox"/> Cleaning up <input type="checkbox"/> Security of members belongings & Shed buildings <p><u>Your training</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid, fire safety & emergency procedures <input type="checkbox"/> Safe machine use & colour coding system 	<p><u>Your health and safety</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask <input type="checkbox"/> Incident reporting & procedures <input type="checkbox"/> Reporting hazards <input type="checkbox"/> Lock out –stay safe <input type="checkbox"/> Look after your mate <p><u>Walk through Health & Safety</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures, exits & fire equipment <input type="checkbox"/> First aid facilities <input type="checkbox"/> Information on Shed hazards & controls <input type="checkbox"/> Safe use and storage of harmful substances <input type="checkbox"/> Safe use and location of personal protective equipment (PPE) <input type="checkbox"/> Need for safe clothing & footwear <p><u>Recording member's information</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Privacy of information <input type="checkbox"/> Existing medical issues, so that Supervisor's are aware <input type="checkbox"/> Contact details in case of an incident <input type="checkbox"/> Circulation of Shed news <input type="checkbox"/> Membership fees <p><u>Skills& knowledge you are prepared to share with others</u></p> <p>.....</p> <ul style="list-style-type: none"> <input type="checkbox"/> All questions answered
<u>Member signs when all items are ticked</u>	
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