

Further reading:

Ashburton Menzshed Inc Constitution

Health & Safety Manual

Committees and Hubs (Subcommittees)



Member Handbook

**Rules and guidance for your enjoyable
& safe involvement in our shed**

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*Bringing men of all ages together
to share their skills, have a laugh
and work on practical projects.*

Established in March 2014, this is our second home and what you see has been built from the generosity of members, some public businesses and generous grant funding from various providers. Good management of our cashflow and assets means we are very privileged to have such excellent premises with the range of tools and equipment.

Without this support and on-going assistance, our shed would never exist and as such we and many community individuals or groups would all be disadvantaged.

Our shed is governed by the strict laws of NZ Charities Commission, and we will not partake in any activities that place our shed in disrepute or risk of de-registration and/or penalties imposed of shed and our executive committee.

Personal projects

Whilst we allow personal jobs to be completed at the shed with use of the shed tools and equipment, there needs to be a level of respect as to what your job is and how much plant and or material will be consumed. Major work must seek executive committee approval prior to commencement and no member can make any Pecuniary Gain by law of the Charities Commission. Rule 3.2 Shed Constitution & Rule 5 of Charities Commission.

Members are encouraged to make a donation for any shed materials and machinery they use. The supervisor has a list of approximate costs of materials, so please see the supervisor before taking materials from the shed.

Money and or assets can only be used by the shed for the shed as per rule 16.1 – 2 A – C Shed Constitution.

Shed jobs and activities

We do encourage support with many shed activities even if it's simply to help clean up during and or completion of various jobs. Such involvement encourages excellent fellowship with members and hopefully solid friendship. Remember it is shed jobs that support our existence.

Funding

It costs a significant amount to operate the shed, with the usual expenses such as administration, electricity, consumable materials, rent and rates, etc., with insurance being one of our largest expenses.

Our funding comes from several sources:

Membership + Donations

Grant funding

We apply for funding towards operating expenses and for some capital expenditure projects. There is never any guarantee of such support.

Community training

We receive some funding for the mentoring we provide to some of our men with special needs.

Shed Shop

We make and sell a range of toys, games, and furniture items for sale to the public. We also sell surplus tools and equipment and bagged pinecones. A donation for any produce taken from the garden is appreciated so we can continue maintaining the garden.

Community projects

The community sees us as the "Repair Shop" and often uses our services to repair their household items or to create custom items for them. These are usually charged out at an hourly rate of \$35 plus the cost of materials.

Larger projects

From time to time we get larger projects. These must be submitted to be assessed by the Projects Subcommittee.

Filling in job sheets

If you do any work on a job, please fill in your time on the job sheet and list any materials you have used.

Shed jobs and Shed Only Days

The shed needs to be kept clean and tidy. On the last Friday of the month, the shed is open for a members-only morning to do shed maintenance.

Respect and Co-operation of Members

Primarily the shed is first and foremost a social establishment. Everyone must respect and be considerate of fellow members. Many of us have our own health and physical issues which often impact on the degree of involvement each of us can contribute. Abuse and unacceptable behaviour will not be accepted and may result in disciplinary action or membership termination.

Rule 14.3 inclusive of A 1-4 to A3 - E. Shed Constitution.

Our members are not skilled or experts across every field or even capable any longer. However, we do enjoy a massive wealth of knowledge and skill very willingly shared as required for various jobs or simply to teach you a new skill.

*We have a duty of care to ensure
the safety of all persons who may
enter the shed.*

Health & Safety

This is for your benefit and shed rules must be complied to. It is your responsibility to always act safely and only carry out duties or use of machinery that you feel competent, signed off and/or are trained to use.

All injuries must report to the shed supervisor and be recorded.

First Aid

There is a well-stocked first aid cabinet above the sink in the Assembly Room. Please report to the supervisor and fill in the incident form for all incidents.

Defibrillator (AED)

We have our own automatic external defibrillator machine located in entrance by office door. The machine talks through how to use it in an emergency and there is an instructional video available.

Covid

Our executive has and will continue to support Public and Government rules regarding Covid and any other infectious diseases. The executive will make appropriate decisions in the best interest of the shed members, which may even be above any public health recommendations or rules.

General Health

Health is important and often we can be unwell for many reasons some sadly on going for us. If you are suffering at any-time, it is your responsibility to not use dangerous equipment or tools that may render further injury or illness. The shed respects privacy of members illness, however with serious or potentially high risk of serious health issues, it is in your best interest to make members aware so we can administer timely and correct urgent medical assistance when required. But we do expect you to look after yourself so you can return home better for your attendance.

Emergency contacts

Please make sure the secretary has your current emergency contact information on file.

Medication

It is your responsibility to ensure any medication you are prescribed is safe to allow use of tools and equipment.

Social Drugs and or Alcohol

Are not permitted on site or use of off-site prior to shed attendance is not recommended and if accidents or injury occurred from impairment that responsibility falls directly of the member in question and could result in membership termination.

Smoking

We are a non-smoking shed and yard.

Clothing and footwear.

We do provide suitable PPE as applicable, however given Covid issues etc we suggest using your own gear as much as practical. It is important to also wear suitable clothing and footwear that will ensure your safety during work within the shed.

Name Tags.

Please assist us all by always wearing your name tags. We enjoy a large membership and not everyone attends every day. Some of us do forget were we placed our car keys, phones etc so remembering names can be a challenge.

Icons/Colour Coding

We are in the process of colour coding the shed so tools can be returned to the correct area and people with more expertise in an area can be

identified. Name badges and parts of the shed have the following colour codes:



First Aid



Woodworking



Engineering



Paint Shop



Assembly Room / Hand Tools



Gardening



IT & Computers

Plant Tools Equipment and Materials.

Equipment use is restricted to members who have the above dots on their name tag indicating they are skilled to use and/or have been trained by an experienced shed member and approved by the Committee. This is for your safety as well as other members working alongside you.

Use of any tools we request they be returned to appropriate storage after use. And equipment turned off and made safe and ready for next members use.

Always clean up after your use and leave rooms and gear in a tidy safe state.

Recycled timber

We encourage you to check the scrap bins first for materials for your projects. If you want to use recycled timber in any of the woodworking machinery, please **see the supervisor first** to ensure has no nails, screws or stones which could be dangerous and damage the equipment.

Portable tools

Please see the supervisor if you want to use any tools off site and complete the off-site tool register.

Trailer

This is a primarily for shed usage but may be available for personal use outside of shed hours with approval from the supervisor. If use is granted, any cost of damage, maintenance and or traffic fines, will be the responsibility of the user and no claim will be reimbursed by the shed.

Your own Tools and Equipment.

Apart from basic hand tools and PPE gear the shed does not support you bringing equipment or specialised tools to the shed for shed use. If you choose to do so, be aware the shed accepts no responsibility for damage, loss or wear and tear and as such no financial payments will be approved.

Computer Station

This facility has been established to allow members to research, and/or learn to use computers. We are privileged to have some members who are well skilled in computer use and very willing to share their knowledge.

Please be scam savvy and stay safe online.

Photocopier/Laminator

Use of these machines is free for shed projects. Please provide your own laminator sheets or give a donation for personal projects.

Library

We encourage you to make use of the materials in the shed library. Please fill in the off-site register if you borrow any materials to take home.

Morning tea talks and field trips

Occasionally we have guest speakers during the smoko break and we have organized day trips to museums, etc. Please see the Social subcommittee if you know of any interesting speakers or places to visit.

Tea Coffee Milk and Sugar

Is provided, with some refreshments being donated for our services.

Facilities hire/usage

The kitchen and lounge are available outside of normal shed hours for community groups such as the Ashburton Prostate Cancer Support Group as a meeting space. If you would like to use any of the facilities for a group outside of shed hours, please see the committee.

Meetings

Our AGM is usually held in June. All financial members are welcome vote on issues and to stand for the committee.

The committee generally meets on the second Tuesday of each month at 1pm. Meeting times for subcommittees are:

Finance Subcommittee – 1st Tuesday of each month

Health & Safety Subcommittee – 1st Thursday of each month

Social and Promotions Subcommittee – as required

Projects Subcommittee – as required

