



Member Handbook

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

Ashburton MenzShed Inc

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Updated July 2026

*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 de-registration and/or penalties imposed on the 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 1.6 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 8.1(a) Shed Constitution.

Make sure to label and store tidily any materials you leave at the shed so they do not get used for other projects.

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

Membership subscriptions are set at the AGM for the financial year with a half price subscription available for members who sign up in the last three months of a financial year.

Donations to the shed are encouraged. To ensure that donations of tools, equipment and materials are useful to the shed these must be approved by the President.

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. All purchases must be through the purchasing officer.

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 and training.

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 2 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.

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.

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

New Member Interview

New members meet with our membership committee to talk about their background and what goals they have for joining the shed. Some members have worked in a trade or industry all their lives and when they join the shed, they continue in that capacity. Others want a complete change and to learn new skills. Some just want the social aspects of the shed.

Skills interview

All members are also required to complete a skills interview to assess which tools and machinery they can use. Our coloured icon/dot

system indicates on our name tags those who are skilled in each area of the shed.

Induction

All members are required to complete a health and safety induction prior to using the shed facilities. The induction covers general information about the shed, health and safety and a walk-through so members are aware of the hazards and safety features.

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 where we placed our car keys, phones etc so remembering names can be a challenge.

Your emergency contact information is available on the back of your name tag.

Icons/Colour Coding

We have an icon / colour coding system in the shed so people with more expertise in an area can be identified. Name badges and parts of the shed have the following colour codes:

First Aid			
	Basic	Advanced	Color
Woodwork Machinery Workshop			
Engineering Workshop			
Paint Shop			
Assembly Workshop			
Garden			
IT/Computing			

Equipment use is restricted to members who have the icons 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.

If you don't have the experience or an icon for a part of the shed, see someone who has an advanced icon for help.

Training Sessions

We hold regular training sessions for using the machinery in the shed. Put your name on the list in the smoko room if you want to learn how to use a machine and see the Health and Safety Committee if you are skilled in using a machine and want to teach others.

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 the entrance by the office door. The machine talks through how to use it in an emergency and there is an instructional video available.

Eye wash station

This is located above the sink in the Assembly Room.

Shower

There is a shower located in the disabled bathroom in case you need to wash off chemical spills or generally freshen up.

Fire Alarm and Extinguishers

The alarm can be manually activated in the Assembly Room and Engineering Room. The shed has smoke and heat detectors connected to the shed's security system.

If the alarm sounds, exit via the nearest exit and assemble at the Assembly Point in the car park near the Shop.

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 the 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. This information can be available on the back of your name tag.

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 / vaping

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.

*See the Supervisor if you are
unsure about anything.*

Plant Tools Equipment and Materials.

After the use of any tools, we request they be returned to appropriate storage. All equipment should be turned off and made safe and ready for the next member to use.

Always clean up after yourself 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 it 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 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 (Smoko)

Tea, Coffee, Milk and Sugar are provided, along with some refreshments occasionally being donated for our services.

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.

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 to vote on issues and to stand for the committee.

The committee generally meets on the second Tuesday of each month at 1pm. Subcommittees meet on or before the Thursday prior to the committee meeting.

Further reading:

Ashburton Menzshed Inc Constitution

Health & Safety Manual

Committees and Hubs (Subcommittees)

Notes