

# RULES OF THE DITCHINGHAM MEN'S SHED



- 1) Members must sign the Attendance Book on arriving and departing the Shed.
- 2) All attendees whose signature is recorded in the attendance book are subject to these rules and applicable statutory regulations.
- 3) The Shed is tobacco, alcohol and drug free; smoking outside is permitted providing discarded butts are swept up after each session.
- 4) At all times there must be a Person-in-Charge, who will have the authority to halt an activity, exclude members or close the workshop altogether.
- 5) The Shed's policy is to avoid health and safety risks to its members, to any visitors and to the public. Members seeing behaviour or activities which cause them concern should report them to the Person-In-Charge (PIC).
- 6) The PIC shall be the key-holder and operator of the workshop's key operated shut off switch, which will be turned off at the end of every session.
- 7) A first aider will be present at all times; a first aid box will be kept in clear view, on the wall for easy access to all.
- 8) An Accident Book will be kept in the Shed and all accidents should be recorded in it.
- 9) No work shall be undertaken and no machinery shall be switched on, unless two competent members are present.
- 10) No person shall be allowed to work with machinery without first being competency assessed and/or given instruction on their safe use. Member's competency is to be recorded in a register.
- 11) Ear defenders, safety glasses and other PPE is available and must be used when in close proximity to certain machinery, as will be evident from safety signage displayed by some machines.
- 12) All hand tools must be used in a safe and responsible manner at all times (hands behind blades please).
- 13) Clear space marked on the floor, around machinery and the exit routes, shall be kept clear at all times.
- 14) Each member is responsible for their own safety, the safety of their fellow members and, on occasion, visitors; this means that EVERYONE IS A SAFETY OFFICER and must be diligent in spotting potential safety hazards and promptly report them.
- 15) Powered sanding equipment must not be used within the Shed; such tasks shall be carried out in the open on portable work benches.
- 16) Members may be asked to provide their own materials or an additional donation when undertaking a personal hobby or project.
- 17) The workplace shall be kept clean and tidy; it is the member's responsibility to tidy up after them and to return tools and equipment back to their assigned storage location as stated in the Shed Property Register (including loaned items); no shed property shall be removed from the building.
- 18) This is an equal opportunities Shed; no discrimination on grounds of differences of education, party loyalties, race, colour, ability, orientation or age, will be tolerated.

19) Bullying, harassment and intimidation of members will not be tolerated.

20) These rules are part of our constitution and all members will have been asked to read them and sign them as understood.

**Failure to comply and you may be asked to leave the Shed.**