



## The Mens Shed (North Shore) Trust Inc.

### Rules

1. All members must read and sign the Health and Safety policy prior to working in the Workshop and have a Duty of Care to fellow Sheddies.
2. There must be a minimum of two members on site at all times during hours of operation.
3. Machinery or equipment must not be operated unless the member is financial and competent or trained on that particular piece of equipment.
4. Any damage or accident must be reported to the day supervisor immediately and recorded in incident register.
5. Safety clothing (ear muffs, eye protection, enclosed footwear etc.) must be worn or used in the workshop when operating machinery at all times.
6. Any Machinery must only be operated between the hours of 9:00am and 5:00pm within the prescribed facilities or area.
7. Security is your responsibility, the last person leaving must ensure that the building is vacated and securely locked.
8. Personal materials or items left on the premises are the members sole responsibility.
9. Each member must sign in when arriving and sign out when leaving the building.
10. Name badges must be worn in the building.
11. Smoking is prohibited in the building.
12. All welding and hot work must cease and be cooled down 30 minutes prior to the building being vacated and locked.
13. Subscriptions are due annually and members must be financial to use any equipment and facilities.
14. Each area of use must be swept and cleaned after use by each operator.
15. All hand tools must be placed in designated spots after use and left in clean, tidy and useable condition.
16. Members wishing to work on personal projects with a footprint larger than 3<sup>2</sup> meters must book space with the Workshop Supervisor prior to commencement.