

# BCMS

*Men Helping Men  
Build a Better Community*



## Mens Shed Rules

# **MEN'S SHED RULES**

**October 2015**

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## **1. Conduct**

1.1 In order to comply with WH&S and Insurance requirements all members attending BCMS are to sign the attendance book on arriving and departing the shed, and display their name tag while in the shed.

1.2 All men attending BCMS and whose signature is recorded on the attendance sheet are subject to these rules and regulations.

1.3 All men attending BCMS are to behave in a sensible non-threatening manner to all other men attending BCMS, and appreciate and respect the values and beliefs of the other men and visitors attending the shed.

1.4 All men attending BCMS are to act according to equity and privacy principles in regards to all members of BCMS.

1.5 All men attending BCMS are to behave in a manner that does not bring the good name of our “auspicing body” into disrepute within the local community.

1.6 All men attending BCMS are to contribute to shed activities, suggestions/ideas and problem solving.

1.7 All activities undertaken in the shed are to comply with Work Health and Safety regulations (detailed in BCMS WH&S policy and procedures) including any rules relating to the use of specific equipment.

1.8 Where required ensure:

\* Equipment, bench tops, work areas and floor areas are kept clean and tidy at all times.

\* Tools and equipment are returned to their correct location immediately after use.

\* Rubbish bins are emptied at the end of each session.

\* Report any incidence of issues with the shed, work spaces, machines and tools to shed manager.

## **2. Dress Standards**

2.1 All men attending BCMS are to wear the appropriate Work Health and Safety protection as required.

2.2 No thongs are to be worn in BCMS.

2.3 No offensive clothing is to be worn.

### **3. Membership and Disciplinary Action**

- 3.1 The Committee may approve or reject any application for membership if such a decision is required.
- 3.2 The Committee may approve or reject any application for a hobby or activity.
- 3.3 The Committee may for good and sufficient reasons warn, or caution a member for a minor breach of the rules. No other disciplinary action is to accompany the warning, or caution. A second warning/caution may result in the member being suspended.
- 3.4 The Committee may suspend a member's membership for up to 30 days for any multiple breaches of the rules or for any reasonably serious breach of the rules.
- 3.5 The Committee may terminate the membership of a member for any major or serious breaches of the rules. If the membership is terminated, the member cannot re-apply for membership for a period of six (6) months.

### **4. Breaches to the Rules**

- 4.1 Minor offences are identified as being isolated instances of:
  - Swearing
  - Unacceptable language.
  - Unacceptable behavior.
  - Lapse in temper control.
- 4.2 Major offences are identified as being incidents involving:
  - Repeated minor offences.
  - Breaches of any Safety regulations.
  - Breaches of the drug and alcohol policy.
  - Bringing the good name of BCMS into disrepute.
  - Instances of violent behavior or assault.
  - Continual disruption of the harmony and wellbeing of other members.
  - Property damage.
  - Illegal or unlawful behavior.
- 4.3 Any breaches of the rules may result in the offender being counselled by the Committee.

## **5. Drug and Alcohol Policy**

- 5.1 No illegal drugs or alcoholic beverage of any kind is to be consumed in, or in the vicinity, of BCMS.
- 5.2 No person under the influence of any illegal drugs, or any form of alcohol, is to be permitted to attend BCMS.

## **6. Smoking Policy**

- 6.1 BCMS building is a non-smoking area.
- 6.2 Smoking is only permitted in the designated smoking area.
- 6.3 All cigarette butts are to be disposed of in the proper receptacle.

## **7. Hobbies and Activities**

- 7.1 Members can apply to the Committee to undertake a particular hobby, or activity.
- 7.2 The Committee may vary the types of hobbies, or activities permitted in BCMS.

## **8. Refreshments**

- 8.1 Coffee, tea and light refreshments will be provided for members with a gold coin donation given, if members are financially able to do so.

## **9. Tools and Equipment Policy**

- 9.1 All tools owned by BCMS are to be recorded in the property register.
- 9.2 All tools on long term loan are to be recorded in the property register.
- 9.3 All tools owned, or on loan to BCMS, are to be electrically safety tested and appropriately tagged.
- 9.4 No tools or equipment can be borrowed from BCMS unless authorized.
- 9.5 All members attending BCMS are to be assessed for the competency to operate, or to use the tools in BCMS.
- 9.6 Members are permitted to bring their own power tools and equipment to BCMS, provided they are in good working order.

## **10. Costs**

- 10.1 Members attending BCMS will be asked to contribute to the cost of running BCMS, subject to consideration of their financial situation.
- 10.2 Members may be asked to pay for the cost of materials used in pursuing a personal hobby or activity.
- 10.3 A gold coin donation will be asked for attendees at BCMS to meet food, beverage and other costs. Discretion as per 10.1 will also be considered.

## **11. Operating Times**

- 11.1 BCMS is to operate based on demand and approved activities (published on website).
- 11.2 Members may attend BCMS at any time outside normal operating times, but must not use any power tools unless two members are in attendance. Keys can be obtained after discussion with a Committee member. No additional keys are to be cut.

## **12. Church Maintenance**

- 12.1 No members of BCMS are to be requested to carry out any routine church maintenance, unless approved by the Committee.
- 12.2 Members of BCMS may volunteer to carry out church maintenance, or any other outreach projects on request.

## **13. Men's Shed Resources**

- 13.1 Men attending BCMS may have to provide their own material to undertake a personal hobby, or activity.
- 13.2 Men attending BCMS may use any materials that have been donated to BCMS.
- 15.3 All tools and equipment purchased by BCMS remain the property of BCMS.
- 15.4 Sales of surplus donated material are to be reinvested in BCMS activities.

## **14. Authorisation for use of Tools and Equipment**

- 14.1 All members are to be formally assessed by the WH&S officer before using any tools or equipment.
- 14.2 Members competency to use BCMS tools and equipment is to be recorded in a register.

## **15. Work Health and Safety**

- 15.1 All activities undertaken in BCMS are to comply with Work Health and Safety regulations (detailed in BCMS WH&S Policy and Procedures) including any rules relating to the use of specific equipment.
- 15.2 All Shed members must familiarise themselves with WH&S signage displayed in BCMS.
- 15.3 All members are to abide by any additional requirements raised by the WH&S Officer.
- 15.4 All members must remain aware of the need to place safety as priority one in all Shed activities and actively participate in maintaining a safe environment by identifying and reporting all potential hazards.

## **16. Inspection of Tools and Equipment**

- 16.1 All tools and equipment owned or operated by BCMS are to be checked by the WH&S officer prior to first use.
- 16.2 Details of all tools and equipment checked by the WH&S Officer are to be recorded in the property register

## **17. First Aid Kit**

- 17.1 A comprehensive first aid kit is to be maintained in BCMS. One member of BCMS is to be encouraged to hold a current First Aid certificate.
- 17.2 The defibrillator should be checked annually to ensure it is in good order. St Johns Ambulance should be contacted immediately any maintenance is required.

## **18. Fire Extinguishers**

- 18.1 Appropriate fire extinguishers are to be installed in strategic locations within BCMS.
- 18.2 All members of BCMS are to familiarise themselves with the approved operation of the fire extinguishers.

## **19. Storage of Dangerous Goods and Liquids**

19.1 All dangerous goods and liquids are to be stored in accordance with the applicable Work Health and Safety regulations.

## **20. Illegal Activities**

20.1 No dangerous or illegal activities are to be undertaken in BCMS.

## **21. House Keeping**

21.1 All tools and equipment are to be maintained in a clean and tidy state at all times.

21.2 All tools and equipment are to be returned to their correct location immediately after use.

21.3 All bench tops, work areas and floor areas are to be kept clean and tidy.

21.4 All rubbish bins are to be emptied at the end of each session.

## **22. Recreation Areas**

22.1 A small recreational area is provided both in and outside of BCMS. The outside recreational area is to be the only designated smoking area.

## **23. Car Parking**

23.1 All members attending BCMS are requested to use the designated Mosaic Baptist Church car parking areas.