

# **Belconnen Community Men's Shed Rules** 2019-07-24 AGM approved

## **1. Safety**

*Safety is of paramount importance to everyone attending shed for any purpose.*

All BCMS members:

- 1.1 are responsible for their own safety and should be aware of the safety of all other members and guests at all times.
- 1.2 are to ensure that they operate all plant and equipment in an appropriate manner with appropriate accreditation and wearing appropriate safety and protective clothing, as required, for the safe operation of the plant or equipment they are using.
- 1.3 are to remain aware of their surroundings and others at the shed when operating or using plant or equipment.
- 1.4 will only operate plant or equipment they hold accreditation for unless being supervised or assisted by another member who holds the required accreditation.
- 1.5 will raise any issues they see related to the safety of themselves and/or others to those operating any plant or equipment in an unsafe manner, in the first instance, and secondly to the Shed duty Manager of the day should they believe that that is necessary.
- 1.6 will raise any misconduct issues with Shed Daily Manager, or Committee Member.

## **2. Conduct**

All BCMS members are to:

- 2.1 behave in a sensible non-threatening manner to everyone at BCMS
- 2.2 appreciate & respect the values & beliefs of others at BCMS.
- 2.3 sign attendance register on arrival & departure.
- 2.4 wear name tag at BCMS.
- 2.5 respect shared nature of the shed and activities of others in the shed.  
**Example behaviour:** If you may have an infectious illness, such as cold or flu, please consider not attending, especially as many of our members are highly vulnerable due to existing conditions or age.

- 2.6 only use power tools if two or more members are in attendance. Keys can be obtained for out of hours work after discussion with a Committee member.
- 2.7 seek approval prior to borrowing or removal of tools, equipment or materials.
- 2.8 seek a Committee Members' approval **prior** to use of members own tools in the shed.
- 2.9 undertake NO dangerous or illegal activities in BCMS.
- 2.10 maintain tools & equipment in clean, tidy & safe state at all times.
- 2.11 return tools & equipment to their correct location after use.
- 2.12 clean & tidy bench tops, work areas and floor.  
***Example behaviour:*** Clear All workareas, benches and meeting table before YOU leave. Only exceptions are typically items glueing/drying.
- 2.13 All project and materials to be labelled and stored before YOU leave.  
***Example behaviour:*** Leaving materials and projects on benches etc both reduces workspace for other members AND places those items at risk of damage or immediate re-use.
- 2.14 empty rubbish bins.
- 2.15 only make authorised statements on behalf of BCMS.
- 2.16 use designated Shed parking, or when available, Mosaic Baptist Church car parking or other legal parking spaces.
- 2.17 behave so that the BCMS and its auspicing bodies good names are not brought into disrepute.

### **3. Breaches to the Rules**

- 3.1 Minor offences are identified as being isolated instances of:
  - Swearing
  - Unacceptable language.
  - Unacceptable behaviour.
  - Lapse in temper control.
  - Failure to abide by BCMS Rules.
- 3.2 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, threatening or aggressive behaviour.
  - Repeated disruption of the harmony and wellbeing of other members.
  - Property damage.
  - Illegal or unlawful behaviour.
  - Theft of tools, property or items of value.
  - Failure to respond to Committee counselling.
- 3.3 Breaches may result in Committee warning, counselling the offender or terminating offenders membership.

## **4. Drug and Alcohol Policy**

- 4.1 No illegal drugs or alcohol are to be consumed in, or near BCMS.
- 4.2 No person under influence of illegal drugs, or alcohol, may attend BCMS.

## **5. Smoking Policy**

- 5.1 BCMS shed is a non-smoking area. Smoking is not permitted within 5 meters of the shed.

## **6. Hobbies and Activities**

- 6.1 Members can apply to Duty Manager or Committee to undertake a hobby, or activity (project).
- 6.2 The Committee may vary types of hobbies, or activities permitted.

## **7. Refreshments**

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

## **8. Recreation Areas**

- 8.1 Recreational areas are provided both in and outside of BCMS. The outside recreational area is the only designated smoking area.