

Scanned		Visitor Badge	
Contacts		G/Drive	
Cash/Online		Sub. Banked	
Induction		Mach. Intro..	
Approved		Memb. Badge	



## Membership Application Form

The information collected on this form is for the purpose of ensuring that we provide Workplace Safety and care in accordance with the Rules of our Society.

This information is confidential and may only be used by the Men’s Shed Auckland East Inc. (MSAEI) Governance Committee (GC) and the Shed Management Committee (SMC) in planning Member’s needs or in the event of an emergency.

The Application Process, refer to page 5.

**Note:** Administration Joining Fee and Annual Membership Fee must be made at time of application submission. We accept cash, Eftpos or on-line.

### Personal Details:

First Name: ..... Family Name: .....

Home Address: .....

DOB: ..... Mobile Ph: ..... Home Ph: .....

Email: .....

Emergency Contact: .....

Mobile ph. / Home ph.: ..... Email: .....

Home Address: .....

### Members Medical Questionnaire

Please record below any medical condition you have that may affect your involvement in Shed activities.

- |   |                                    |
|---|------------------------------------|
| E.g., Diabetes Type 1 or 2 - Are you on insulin?                | High blood pressure                |
| Heart disease – heart attack, angina, pacemaker CABG or stents. | Allergies                          |
| Asthma or other respiratory problems.                           | Problems with dizziness or balance |
| Bleeding conditions including warfarin / blood thinners.        |                                    |

Medical Conditions: (Please list any medications you may be carrying during shed activities.)


Signature of Applicant:..... Date:.....

## Applicant Interests & Experience:

<b>Areas of Shed Interests:</b> Woodwork <input type="checkbox"/> Metalwork <input type="checkbox"/> Woodturning <input type="checkbox"/> Electronics <input type="checkbox"/> Other:.....
<b>Previous Occupations / Experience:</b>

### Men's Shed Auckland East Inc.

### Purposes

(extract from Rules)

The Society is a not-for-profit organisation established exclusively to assist its Members and for the benefit of the community.

The purposes of the Society are as follows:

1. to provide opportunities for Members to engage in workshop activities in a mutually supportive and safe environment;
2. to provide a workshop where Members can meet and use the facilities to undertake projects that will benefit both the Members and the community;
3. to educate, mentor and assist Members to share their knowledge and skills with the other Members and the community;
4. to benefit the health and wellbeing of Members and encourage active participation in projects;
5. to promote fellowship and goodwill among Members;
6. to promote the understanding of men's issues in the community; and
7. to do anything else the Governance Committee reasonably considers should benefit all or any Members, or the community and in accordance with the above purposes.

### Members Code of Conduct

1. Abide by all Rules, Codes of Conduct, Health and Safety Instructions issued by the GC of the Society.
2. Follow all lawful instructions of the "SMC" and its delegated "Shed Duty Manager/s".
3. Respect the status of Māori as tangata whenua.
4. Exhibit courtesy and consideration to all Members and invited guests.
5. Disclose to the "SMC" any matter that may affect a member's ability to operate as an unsupervised user in the Shed or Shed equipment.
6. Agree to undertake any skill assessment or machinery up-skilling required by the "SMC".
7. Refrain from any activity of a political, religious, racial or sexist nature within the Shed or while representing the Shed.
8. Not do anything that would likely cause 'disrepute' to the MSAEI. Society, its Committee's and or its Members.
9. Recognise that breaches of the Code of Conduct may lead to removal as a Member under the provisions of the Rules of the MSAEI. Society.

### Member Duty of Care

#### Members Expected Individual Responsibility Of Reasonable Care

1. Doing what a reasonable person would do in the same circumstances.
2. Take responsibility for safety, both your own and others.
3. Be aware of your limitations in skills and knowledge.
4. Immediately notify the Shed Duty Manager of any health or safety issues, including your own and others.
5. Not to be under the influence of drugs, alcohol or medications or work in the Shed if feeling dizzy or lightheaded.
6. Follow all reasonable safety instructions including those of other organisations when the Member may be visiting for MSAEI purposes.

## Health & Safety Policy

**Purpose** This policy outlines MSAEI's commitment and approach to the health and safety of MSAEI's Members, contractors, customers, visitors, and others who attend the MSAEI facilities, 98 Abbots Way, Remuera.

**Commitment** MSAEI is committed to:

- Providing a safe environment for our Members, customers, contractors, visitors and others.
- Providing expertise, resources and implementation of a Health and Safety Framework so that our work environment is healthy and safe with the expectation that all must take reasonable care for their own health and safety and of others.
- Complying with relevant legislation, regulations, approved codes of practice and standards.

**Policy requirements** in the provision of workplaces that are healthy and safe, MSAEI is committed to:

- Demonstrating visible leadership and sound health, safety governance.
- Enabling our Members and contractors to know and understand their health and safety responsibilities.
- Holding our Members accountable for their health and safety responsibilities including to take reasonable care for their own and others' health and safety.
- Supporting our Members to work in a healthy and safe manner.

**Risk management** to be achieved by:

- Identifying, assessing, and managing health and safety hazards and risks to our Members and monitoring the effectiveness of controls.
- Establishing measurable objectives and targets to support continued improvement towards elimination, isolation, or minimization of risk.
- Measuring, reporting and reviewing our health and safety performance and identifying opportunities for improvement.
- Promoting accurate and timely reporting of all incidents (including accidents and near misses), investigation and actions to prevent reoccurrence.
- Monitoring and maintaining our facilities, plant and equipment to provide a healthy and safe working environment.
- Consulting and engaging with our Members on health and safety matters.
- Involving our Members in the development of health and safety policy, objectives, and procedures.
- Members are responsible for wearing suitable PPE for all activities undertaken.
- When using solvent-based paint or chemicals and hazardous substances ensure use is in ventilated area or outside

**Key accountabilities:**

a) Members, contractors, customers or visitors -

- Taking reasonable care for their own health, safety.
- Taking reasonable care that their conduct does not adversely affect the health, safety of others.
- Complying and co-operating with any reasonable instruction that is given by MSAEI Duty Managers, GC Members or SMC Members of the Shed, Health and Safety Manager

b) Governance Committee:

- Demonstrate visible leadership and commitment to this Health and Safety Policy
- This is a personal and continuous duty that requires GC Members to take proactive steps to discharge this duty.
- Acquire and keep up-to-date knowledge of MSAEI health and safety matters.
- Gain an understanding of the nature of MSAEI's operations and generally of the hazards and risks associated within our operations.
- Ensure MSAEI has available for use and uses appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of MSAEI operations.
- Ensure MSAEI has appropriate processes for receiving and considering information regarding health and safety events, hazards, and risks, and for responding in a timely way to that information.

c) Members:

- Notify the Health & Safety Manager or Duty Manager of any changes to their own health and/or medications that may impact their ability to operate safely and discuss any changes in their machine authorisation status so that they can continue to attend the Shed safely without endangering themselves or others.
- Stop and seek advice from the Health & Safety Manager or Duty Manager in the event of any near miss or machine related incident that had not been anticipated and seek clearance before proceeding further.

### Declaration by Applicant

I have read the Societies Purposes, Code of Conduct, Duty of Care & Health and Safety Policy. I understand their purpose, contents and the implications should I not comply with these requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Members Induction

Shed induction sessions are held up to 3 times a month to introduce new Members to the structure, Health & Safety awareness and Shed operations of MSAEI. You will be advised by text or email of the dates these will be held. Two will be weekdays and 1 on a Saturday. They generally take 1 to 1.5 hours from 11:00 am unless otherwise advised.

### Machine Introduction

MSAEI operates group machine introduction sessions based on the need to protect both Members and equipment. This is not a machine training session, but rather an introduction in the correct use of our more dangerous machines. Members are still expected to exercise caution and to seek assistance when using any machine with which they are not familiar.

On completion of the machine introduction session, a coloured letter code is added to the Member's name badge displaying the machines that the Member has been deemed safe to operate. The first group introduction session involves equipment that is most frequently used including, bench saws, band saws, thicknesser and routers. Other equipment like the lathes, welders, and metal cutters are done on a one-to-one basis by appointment.

You will be advised by text or email the date of the next machine introduction sessions.

### Agreements

I agree to participate in any skills assessment on any equipment where it is required by MSAEI for the purposes of unsupervised machinery use in the Shed. If the MSAEI assesses the individual as not sufficiently competent to operate machinery in the Shed, they are to seek further mentoring or upgrade their skills under supervision and submit to re-assessment if they want continued unsupervised machinery use in the Shed.

I **do / do not** \_\_\_\_ give permission for my image to be used in MSAEI publications and publicity.

I **do / do not** \_\_\_\_ want to receive MSAEI email information. *(cross one choice out)*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## MSAEI Membership, Subscription & Payment Options

(This page to be retained by the applicant)

Payment of the current membership subscription may be made in one of the following ways.

1. At the MSAEI Shed by cash to the Duty Manager or Eftpos with the Office Manager.
2. Online Payment by Bank Transfer to ASB 12-3618-0064616-00 with <first name> <Last Name> <New Member> in the details line.

**Annual Membership Fee:** \$75:00/year from July 1st to end of June 30th

**New Applicant** - Once only Non-refundable Administration Joining Fee: \$25.00

**New Applicant – Annual Membership Fee prorated Rates:**

**Please circle or tick what payment is being made with the application.**

Admin Joining Fee <i>Non-refundable</i>	2024		2025	
\$25	July - August	\$75	January	\$50
	September	\$70	February	\$45
	October	\$65	March	\$40
	November	\$60	April	\$35
	December	\$55	May	\$30
			June	\$25

**N.B.** The final step of the Membership application process is formal acceptance by the MSAEI GC. Until formal acceptance is approved by the MSAEI GC, the applicant is issued with a visitor badge. Once the Shed and Machine introductions are completed, the new applicants' details are submitted for full Membership approval. Once the formal approval is granted a new Membership badge is issued and the new Member is sent a welcome aboard message.

If a membership application is declined, then any Annual Membership Fees which have been paid prior to consideration by the MSAEI GC will be reimbursed to the applicant less the non-refundable joining admin fee.

**We are open at the following times:**

**Tuesdays** 9:00am - 3:00pm                      Monday, Wednesday, Thursday, Friday, Saturday 9:00am - 12:30pm

Closed on public holidays.

To expedite your MSAEI Membership application, please ensure the following:

- The first 4-page fields are legible and complete. (do not leave out Emergency Contact details and signatures)
- Your Non-refundable admin Joining Fee and annual Membership fee payment is submitted with your application either on-line, cash or by Eftpos at the Shed.

After the above steps are completed, on your next visit to the shed you will see your name on a yellow VISITORS badge on the display board in the reception area. Please sign in on the members attendance log each time when you arrive and sign out when you leave.

Should you have any questions on this form, please feel free to contact the MSAEI Secretary – John Tattersall on 022 308 0220 by voice call or text.

Welcome to our Shed.