

Scanned		Visitor Badge	
Contacts		G/Drive	
Cash/On line		Sub. Banked	
Induction		Mach. Authoris.	
Approved		Memb. Badge	

**MENS SHED**  
Auckland East Inc.



## Membership Application Form

*This information is collected 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 be used by the Shed Management Committee in planning member's needs or in the event of an emergency.*

The Application Process - refer pg. 5

### **Personal Details**

(Please **print** clearly)

**Family Name:** \_\_\_\_\_ **First Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **DoB:** \_\_\_\_\_

**Emergency Contact / Next of Kin Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**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?

Heart disease – heart attack, angina, pacemaker CABG or stents.

Asthma or other respiratory problems.

Bleeding conditions including warfarin / blood thinners.

High blood pressure

Allergies

Problems with dizziness or balance

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

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

## **Applicant Interests, Experience**

### **Interests**

Areas of interest or hobbies in relation to the Mens Shed e.g. woodwork, metalwork, models, electronics etc.

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### **Previous Occupations / Experience**

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#### **Mens Shed Auckland East Inc.**

#### **Purposes**

(extract from Rules)

The Society is a not-for-profit organization 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, train, 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 Board 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 Board of the Society.
2. Follow all lawful instructions of the "Shed Management Committee" and its delegated "Shed Duty Manager/s".
3. Respect the status of Maori as tangata whenua.
4. Exhibit courtesy and consideration to all members and invited guests.
5. Disclose to "Shed Management Committee" any matter that may affect a member's ability to operate as an unsupervised user of the shed or equipment.
6. Agree to undertake any skill assessment or training required by the "Shed Management Committee".
7. Refrain from any activity of a political, religious, racial or sexist nature.
8. Not do anything that would likely cause 'disrepute' to the Society, its Board and Management 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 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, both your own and others.
5. Not to be under the influence of drugs or alcohol or to work 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 MSAE's commitment and approach to the health and safety of MSAE's members, contractors, customers, visitors, and others who are in attendance at the Shed facilities, 98 Abbots Way Remuera.

**Commitment** MSAE 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 that 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, MSAE 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, 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 to be responsible for wearing suitable PP&E 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 MSAE Duty Managers, Board members or members of Shed Management Committee, Health and Safety Manager

b) Board:

- Demonstrate visible leadership and commitment to this Health and Safety Policy
- This is a personal and continuous duty that requires Board Members to take proactive steps to discharge this duty
- Acquire and keep up-to-date knowledge of MSAE health and safety matters.
- Gain an understanding of the nature of MSAE's operations and generally of the hazards and risks associated with our operations.
- Ensure MSAE has available for use, and uses, appropriate resources and processes to eliminate or minimize risks to health and safety from work carried out as part of MSAE's operations
- Ensure MSAE 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.

- Ensure that MSAE has, and implements, processes for complying with any duty or implied duty obligation under relevant health and safety legislation.
- Ensure the provision and use of the resources and processes including risk management processes for the control of workplace hazards, incident investigation

c) Members:

- Notify the 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 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 and Health and Safety Policy. I understand their purpose, contents and the implications should I not comply with these requirements.

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

### **Members Induction**

Induction sessions are usually held once a month to introduce new members to the structure and operation of Mens Shed Auckland East. You will be advised of the date of the next induction session.

### **Machine Authorisation**

Our Mens Shed operates a machine authorisation process based on the need to protect both members and equipment. This is not designed to be a full training programme but rather an introduction to 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.

Having completed an introductory session a coloured letter code is added to the member's name badge to indicate the machines that the member has been introduced to. The first group authorization session involves equipment that is most frequently used, bench saws, band saws, the 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 of the date of the next machine authorisation session.

### **Agreements**

I agree to participate in training on any equipment where it is required by MSAEI.

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

I **do / do not** \_\_\_\_\_ wish to receive MSAEI email information. (Tick one)

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. In cash to the Duty Manager or Office
2. On line      Payment by Bank Transfer to Westpac      **03-0263-0009381-000**  
with    <your name>    <New Member>    in the details line.

**Annual Membership Subscription :-** \$60:00 per year    -    July 1<sup>st</sup> - June 30<sup>th</sup>

### New Member Subscription Rates

2023	\$	2024	\$
July – August	60	January	35
September	55	February	30
October	50	March	25
November	45	April	20
December	40	May	15
		June	10

N.B. The final step of the membership application process is formal acceptance by the Board of Mens Shed Auckland East Inc. A full membership badge is not issued and an applicant remains as a Visitor when attending the Shed until this step is completed.

If a membership application is declined, then any subscription which has been paid prior to consideration by the MSAEI Board will be reimbursed to the applicant.

### We are open:-

Tuesdays 9:00am - 3:00pm  
Closed on public holidays

Wednesday to Saturday 9:00am - 12:30pm

What we need from new members, please:

- Your application form with the first 4 pages completed (please do not leave out Emergency Contact, or signatures)
- The subscription payment.
- A booking date for the next induction session. Date \_\_\_\_\_

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 full members attendance register each time when you arrive **and sign out when you leave.**

**Welcome to our Shed**