



Welcome Pack

Every new member **MUST** run through this document with a Key Holder.

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Introduction

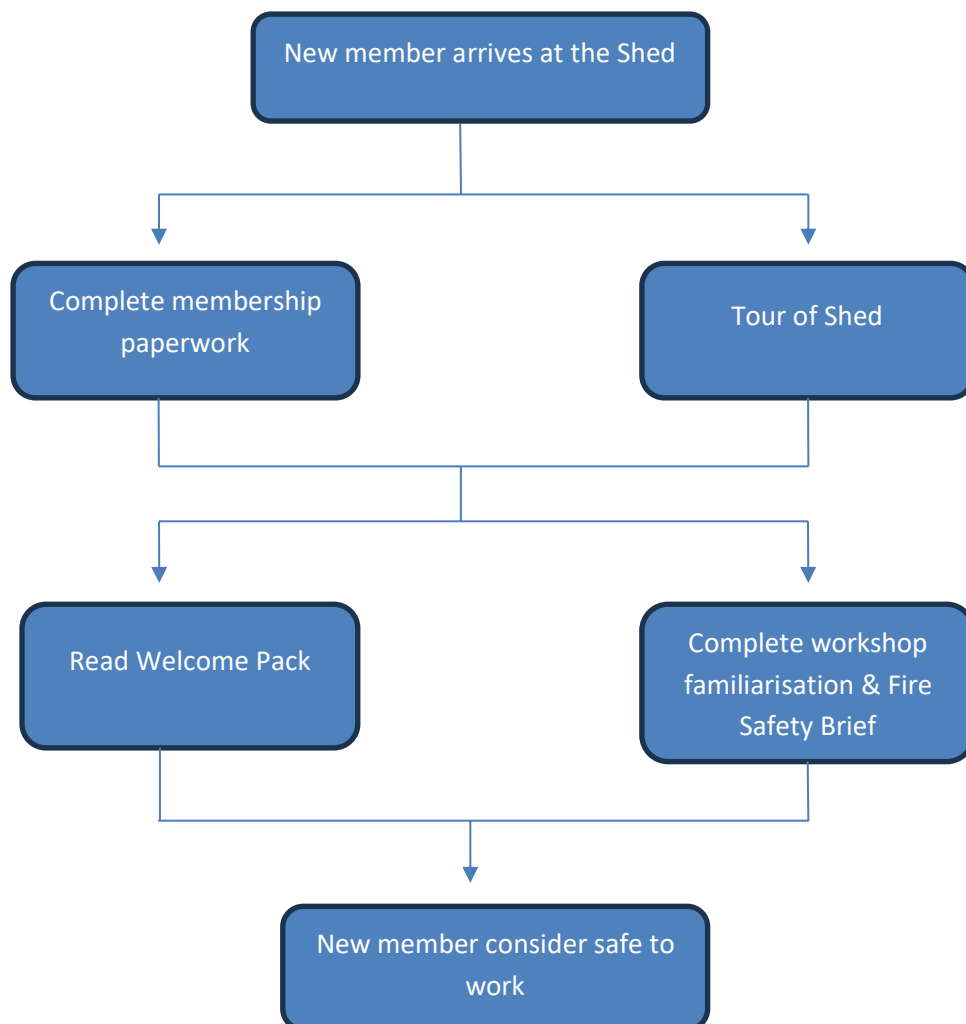
This Welcome Pack describes how the Sanday Men's Shed (SMS) manages the day-to-day safety and operation of the Shed. The procedures and methods are described here, and this manual will be reviewed and updated at least annually, or whenever anything relevant changes. All members are expected to have an understanding of the contents of this document.

This document needs to be read in conjunction with other SMS documents:

- SMS Purpose and Code of Conduct
- SMS Safeguarding Policy
- SMS Risk Management Process
- Fire Safety Policy

Section 1 - New member procedures

The SMS is not a business and, as such, members are responsible for their own behaviour and their own safety. However, as part of our collective 'duty of care' towards each other, there are some basic processes that we expect all SMS members to complete, prior to undertaking activities within the workshop.



Completing the membership paperwork and the tour of the SMS provides new members with some background to the SMS and an insight into the culture and ethos of the Men's Shed movement. The workshop Induction ensures that members are aware of the safe operation of the workshop equipment and of the PPE available for their use. Reading the workshop manual ensures that members are aware of this document, and of the processes, procedures, and H&S aspects, including safeguarding, within the SMS.

Part of the SMS ethos is about being a positive influence, both towards our members and towards the wider Sanday community that supports us. As part of this, we expect members to always keep the area around the SMS clean and tidy. This is supported by the Duty Committee Member's checks.

Members' workshop induction and training

Before operating any machines, a user should have undergone a workshop induction that included details on how to safely operate that item of equipment. This training should be recorded on the member's documentation (Appendix 1). Once a member is certified as safe to use a piece of equipment, any Key Holder can allow the user to operate the machine in question, without having to be competent at that machine themselves.

If the user is new to a machine, they should ask a suitably qualified Key Holder to train them on the safe use of the item of equipment, and this can then be updated in the member's documentation.

Such training should consist of a demonstration of the safe operation of the equipment by the Key Holder, followed by the member describing to the Key Holder how to use the machine and what safety precautions should be taken. Finally, the Key Holder should observe the member using the equipment safely.

Members should be instructed about the need to check equipment prior to use, and to report any problems. Damaged items of equipment should not be used and should be identified to the Key Holder. Similarly, when they have finished on equipment, members should clean up the equipment, and their work areas, in order to leave the workshop as they would expect to find it.

Section 2 - Workshop Health and Safety

SMS is committed to providing a safe working environment, but we need YOU to action this by having safe working practices.

SAFETY IS YOUR RESPONSIBILITY

Members have a responsibility to make sure they are working safely and not endangering themselves or anyone else. Before using the Workshop, all members should report to the on-duty Workshop Key Holder who can check that the member is suitably qualified for the tools / machines they intend to use. A list of what equipment a member is certified to operate, is available.

Members should use correct Personal Protective Equipment (PPE)

Safety Briefing for New Users

(As required by our insurance and to comply with fire regulations)

Go over this with one of the **SAFETY KEY HOLDERS**

- Safety is a **SHARED RESPONSIBILITY** and everyone needs to be alert for issues.
- Identify the **FIRE EXIT** and location of the **FIRE EXTINGUISHERS** and **ALARM CALL POINTS / PROCEDURE!**
- Locate the **FIRST AID CUPBOARD** and **EYE WASH STATION**
- **In a medical emergency** and you need a doctor please call The Balfour Hospital Switchboard on **01856 888 000** and they will page them. This is the quickest way of obtaining medical help (this is much quicker than 999)
- Be confident you understand the role of the **KEY HOLDER**.

In the daily operation of the Shed there will always be a 'Key Holder' who is responsible for seeing that proper procedures are observed. His name will be prominently displayed on the white board near the sign-in book. The Safety Key Holder relies on the **cooperation** of the users to ensure the safe and efficient operation of the Shed.

IN CASE OF FIRE

- **Alert other users** -activate alarm (if not already in operation) by calling out: **FIRE; FIRE; FIRE.**
 - The Key Holder is the person in charge of the situation/evacuation.
 - If instructed call 999 and assist users to leave the building and check toilet if safe to do so (Fire exits front door & toilet window).
 - Exit the building closing doors and windows.
 - Do not stop for personal belongings.
 - Gather at the Assembly point which is the barbecue stand.
 - The Key Holder will take attendance and give further instructions.
 - **ONLY ATTACK THE FIRE USING THE APPROPRIATE FIRE EXTINGUISHER IF THERE IS NO PERSONAL DANGER**
-
- There is strictly **NO SMOKING** in the shed and, during workshop opening hours, **NO ALCOHOL.**

If you Plan to use the Workshop

You must sign up on the **SKILLS SHEET** and get official approval from the **KEY HOLDER** or a **TRAINER.**

You can start by reading over the following pages.

Section 3 – Equipment checks

Equipment pre-use checks:

Members should check tools and machinery before they use them. Pre-use checks should include things such as:

- Locate the **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – gloves, eye shields, ear protectors.
- Learn about the **HAZARDOUS FLUID CUPBOARD** and the rules for decanting and storing the fluids.
- Do not use tools for which you have not been **BRIEFED AND APPROVED** to use. Everyone should have a safety induction (this document) and be approved for each tool they want to use.
- **EXAMINE TOOLS** before use and report anything unusual.
 - Are there any elements of the equipment that appear to be loose or damaged?
 - Are any safety guards or interlock devices fitted and operating correctly?
- Is dust / fume extraction equipment available and working?
- Users should **NOT ADJUST THE SETTINGS** of major tools without consulting the Safety Key Holder.
- Note the location and operation of the **EMERGENCY STOPS**.

Equipment and facility checks (responsibility of the duty Key Holder)

At the end of each SMS session, Key Holders should:

- Discuss any accidents / near miss events and progress any necessary action.
- Discuss, and where possible, resolve any equipment issues.
- Undertake the daily / weekly / monthly checks in accordance with Appendix 1

Safety signs at each power tool

For each fixed power tool, the hazards have been assessed, risks have been suitably mitigated, and a procedure has been written for the safe use of the equipment. The latest set of forms that will be displayed near each tool / machine, are attached at Annex 2.

There is a common format safety sign for each tool / machine. This ensures that our safety signs are consistent, irrespective of the machine, or the assessor. This will minimise any confusion and will make it easier for members to understand the potential hazards that each machine poses.

Workshop Outline Guide: Please Read

Safety Guidelines for Hand Tools

We realise that most of us are 'old hands' around these familiar tools, but please take one minute and read over this common sense advice.

- Always **WEAR EYE PROTECTION**.
- Always wear the **RIGHT SAFETY EQUIPMENT** for the job.
- Always use tools that are the **RIGHT SIZE & RIGHT TYPE** for your job.
- Always follow the correct procedure for using **EVERY** tool.
- Do not work with **OILY OR GREASY** hands.
- Handle **SHARP-EDGED AND POINTED TOOLS** with care.
- Always carry pointed tools by your side with the **POINTS AND HEAVY ENDS DOWN**.
- **SECURE** all small work & short work with a vice or clamp.
- Never carry **TOOLS IN YOUR POCKET**.
- Do not use tools which are **LOOSE OR CRACKED**.
- **BE SURE** punches and chisels are in good condition.
- **MUSHROOMED HEADS** can chip and cause injuries.
- Do not use a **FILE WITHOUT A HANDLE**.
- Do not **PRY OR HAMMER WITH A FILE**. It may shatter.
- Do not **USE SCREWDRIVERS AS CHISELS OR PRY BARS**.
- Do not **TRY TO INCREASE YOUR LEVERAGE BY USING A 'CHEATER' WITH A WRENCH**. Wrenches are designed at the right strength for their size and length.
- **AFTER USING A TOOL** — clean it and return it to its proper storage place.
- **IF ANYTHING BREAKS OR MALFUNCTIONS** — report it to the Shed Key Holder **AT ONCE**.

- Use the **RIGHT TYPE** of tool for the job.
- **NEVER** place tools & materials where they hang on the edge of a bench.
- Do not use tools for **THINGS THEY ARE NOT MEANT FOR**.
- **STORE TOOLS AND MATERIALS VERTICALLY**, with the points and heavy end down.
- **CUT AWAY FROM YOURSELF** when you use chisels and other edged tools.
- Do not **FORCE SCREWS**; make sure that the correct screw for the job is being used.

(Source credits: TechEd101.com)

Safety Guidelines for Power Hand Tools

RULE NUMBER ONE: IF IN DOUBT ASK. We're all here to help each other.

- Use the power tools and accessories only for the jobs for which they were designed.
- Secure and support the work piece. Use clamps and a stable work surface.
- Do not hold the work by hand or against your body.
- Do not force the tool. Use the right tool for your job. It will do the job better and safer.
- Do not touch the drill bit, blade, cutter or the work piece immediately after operation; they may be hot and may burn you.
- If a method of dust collection is available with the power tool, it should be used to reduce the risk of dust-related hazards.
- Be sure the tool is clean before and after you use it. Then return it to its proper storage spot.

Cordless Drills and Screwdrivers

These are the most popular tools in the Shed so be sure to return them to the storage cupboard for the next user. Check the settings for use as a drill or screwdriver. Check to see if the turn direction is to screw or unscrew. Be sure to select the correct bit Pozidriv or Phillips. Tighten properly. If the bit is skipping, bouncing or noisy check with one of the experienced men who may be able to give you tips on using it. Recharge the battery after prolonged use.

Portable Corded Drills

A chuck key is attached to the cord of each drill. Be sure the drill bit is straight and tight. There are bits for wood, metal and concrete. Know the difference. Be sure the piece you are working on is steady and secured. Do not drill through into a workbench. Do not push too hard. Bits break. Avoid overheating the drill bit.

Corded Jigsaws

With the appropriate specialty blade, a jigsaw can cut plastics, laminates and other hard-to-cut materials, as well as various wood types, ranging in thickness from about 1/4 of an inch to 2 inches. The more teeth per inch on the blade, the finer the cut will be. Your work should be securely fixed to a bench or vice. If a blade breaks or bends, or if teeth are snapped off, insert a new blade. Always unplug an electric jigsaw or remove the batteries from a cordless jigsaw before making any adjustments. Always wear protective glasses. The blade cuts on the way up so dust will come up at you. When cutting **MDF** use a mask to prevent inhaling dangerous fibres.

Orbital Sanders

Dust is an important concern when using one of these hand held sanders. You should use a dust collection bag attached to the machine or, better, attach the red Hoover to the machine and plug into it. We have a large collection of sandpaper types in a drawer under the grinders. The holes in the paper are for collecting dust from the sanding surface. To the right side of the sandpaper drawer is a bag with plastic templates for cutting holes in the sandpaper sheets.

Belt Sanders

Using a belt sander can be one of the quickest ways of getting a finishing job done correctly. However, the belt moves at a high rate of speed. Without using safety precautions a power sander can be a dangerous tool to work with.

Important Safety Tips

- Never change the sandpaper while the sander is plugged in. Make sure that there is no electrical current connected to the tool before making any changes.
- Place the tool onto the wood surface you are going to be working on before turning on the power switch.
- When you are finished working, do not remove the sander from the wood until you have turned the tool completely off.
- Wear protective eye material or face shield. Consider using a respirator. Belt sanders can kick up a lot of dust that is harmful. Ear protection is also recommended.
- Be sure the belt sander that has its proper dust bag attached. For big jobs the red hoover can be attached and the sander plugged into it.
- Do not wear loose clothing that could get caught in the belt. It is advised not to wear gloves to ensure a firm grip.
- Before sanding check your material for protruding metal objects i.e. staples, nails and screws. They can damage the sander and possibly jerk the sander out of your hands.
- Spare belts are in the sandpaper drawer. If you change the belt be sure to have it checked by an experienced member.

Special Individual Training is MANDATORY for the Following Tools

- Hand Router
- Reciprocating Saw
- Electric Hand Planer
- Portable Circular Saw

Section 6 - Project Management

The SMS accepts jobs / projects from Shed members, the public, and other organisations. These can be items build from scratch or to be repaired.

Requests are discussed, by the Committee and specialist members, as they come in, in order to assess whether we think we are competent to work on them. Typically, any project will be considered against the following criteria:

- *We are not seen to be taking work away from island tradesmen.*
- *We posses the appropriate skills to undertake and complete the project to a reasonable standard.*
- *We can complete the project within a reasonable and mutually agreed time period.*

Conditions of contract

A Project Leader will be appointed for each job. All contact will be between the Project Leader and the client only.

We will use our best endeavours to complete the project, but we cannot guarantee anything we repair/renovate will function 'as new' on completion. Similarly, we are not able to provide any warranties nor ongoing maintenance in the case of building work.

The direct costs of the projects will be borne by the person requesting the project and we will endeavour to provide them with an itemised and agreed expenditure list before the task is started.

Once complete, an invoice will be provided to the person who requested the task covering the cost of materials. Payment will be within 30 days.

As part of our ethos, we will strive to ensure we are providing best value-for-money for our project activities. The Shed's labour is provided free of charge and on the understanding the Shed will be grateful for any financial donations in lieu of our input and/or conventional profit.

In-House

A Project Leader will be appointed on a most appropriate and/or skills-based basis.

As new projects are bought in, projects will be displayed on the Shed's whiteboard, allowing members to declare their interest and availability to work on the job.

We also make it clear to the requesting individual that there are no guarantees that we will find someone willing to work on the project, or that any items we build/repair will function properly on completion.

Project documentation is available at Appendix 2, the SMS Project Management Record. This documentation will ensure that the correct materials are used for, and charged against, the correct project and allow us to coordinate a project, and to ensure that we are providing best value-for-money for our project activities.

Frequently asked Questions

History: Men's Sheds originated in Australia in the 1990s to address social isolation and mental health issues faced by older men. The gender-specific focus recognised the unique challenges men encounter in seeking social support.

What is the shed for: The Shed is a place where men can meet and socialise. However, it has a practical side using the workshop for individual project or projects where the shed helps the community. It is this combination that makes Men's Sheds popular with men.

Men can at major changes in their lives lose their friends (retirement, bereavement, moving to be nearer family support for example). Women are much better at making new friends, joining activity groups, charity work and evening classes.

Men's Sheds are a rare example where men will go because they are attracted by the practical nature of the shed. We follow that up by making it a friendly place to go. There is plenty of work for men to do but it is important that we

avoid deadlines and pressure; being mostly retired men we have had our fill of those.

The shed is apolitical and secular, independent and is not a service provider. Our policies make clear what that means in various circumstances.

Women are welcome in Men's Sheds for social events, and both male and female non-members are welcome to help with the likes of fund raising and general support. Indeed, the Sanday Shed project was instigated by Sanday women and one remains in place as the group's Funding Officer.

Formal Organisation: Everyone is a volunteer. This makes the shed very cheap to run- assisted by Sanday Development Trust who rent the building to us at a peppercorn rent. The difference between costs and income is made up by producing our own income (commissioned work, tool sales, raffles etc.) and grants.

Trustees: The shed has up to 10 Trustees forming the board. Meeting every 6 weeks or so and making the decision needed to keep running smoothly. We are all volunteers, and everyone is entitled to their opinions, and we will take these into account where possible. However, there is a hierarchy so that decisions can be made with the board setting the main direction, keeping an overview of the shed, ensuring solvency, and filling the legal requirements.

Key Holders: We have a pool of Key Holders. One is on duty whenever the shed is open, and our opening days are balanced with the number of supervisors/key holders are available for the Shed to be open.

Key Holders are proposed by existing key Holders after observing members in the shed. What we are looking for is someone who works safely themselves and gets on well with others. A Key Holder does not have to be an all-round expert in the workshop, the key is that they should have sufficient competence to recognise when some activity is not being done safely; then they should have sufficient authority to ask a man to stop and solve the problem and for this to be accepted.

When on duty they are also responsible for keeping an eye on everything happening in the shed, welcoming new men to the shed and, if the men are

going to become members, giving the induction- emergency procedures and checkout or training on any machines the man needs to use. Further information is given later in this document.

Key Holders also take in commissioned work from the community; ask for help to do whatever needs doing- from hoovering, buying biscuits and milk or tidying up.

There is an opening and closing procedure for supervisors to follow. This includes checking the workshop looks ready for use and fire exits are clear.

Are there really no charges for members of the Shed? That's right. We have benefitted from generous grants from funding organisations and donations from private individuals who have given their time and energy to raise funds through various sponsorship initiatives. We hope to continue to attract such support, which we see as a valuable investment in our island community. From time to time, to fulfil specific needs, we may have donation buckets in the Shed or in the local shops.

Can anyone use the workshop? Not every member wants to use the workshop but for those who do there are safety checks for the tools and equipment. Competence, either through experience or training, needs to be demonstrated to the Key Holder before using the tools. Each workshop user has a personal checklist for the tools they can use. This is a requirement of our insurance and is necessary to ensure everyone's safety. There are regular training sessions for members to expand their skills.

What projects or activities can I get involved in? We envisage a steady stream of projects for members to engage in. Members are free to choose their input to any or come up with project ideas of their own for consideration by the Committee.

Who's in charge day to day? Whenever the Shed is open there is a Key Holder in charge. His name is posted on the white board behind the sign-in desk. If you have any questions or concerns, he is around to help.

Who does the cleaning in the Shed? The men voluntarily clean up, Hoover and keep the place tidy (work stops at 15.00hrs on Friday for the weekly clean up). In the workshop it is especially important to put the tools away and leave the benches clear for the next day. The basic idea is that each guy helps out as much as he can in his own way. And it works!

How is the Shed legally organised and run? "Sanday Men's Shed" is a legally incorporated Scottish charity (SC050265) run by a Board chosen from the members at the AGM. Our annual report to the charity regulator and audited accounts are available to the members on our website.

What is the relationship between the Shed and the Development Trust? The Shed is independent of the SDT and run by the guys who use it. We lease the Shed from SDT at a nominal rent and envisage a mutually productive and beneficial ongoing relationship for the benefit of the community.

Where are the kitchen and toilets? There is a small kitchen, and the toilet is on the left as you enter the workshop.

Appendix 1 – SMS Member workshop certification

Member's Name: _____

Item	Key Holder's signature	Date
OMS Membership paperwork completed		
Member has read OMS Workshop Manual		
Member undertaken OMS walk-round		
Member 'safe to operate' hand tools		
Member 'safe to operate' band saws		
Member 'safe to operate' thicknesser		
Member 'safe to operate' bench grinder		
Member 'safe to operate' mitre / chop saw		
Member 'safe to operate' mortiser		
Member 'safe to operate' pillar drill		
Member 'safe to operate' router table		
Member 'safe to operate' table saw		
Member 'safe to operate' wood lathe		
Member 'safe to operate' belt sander		
Member 'safe to operate'		
Member 'safe to operate'		
Member 'safe to operate'		
Member 'safe to operate'		
Member 'safe to operate'		
Member 'safe to operate'		

Appendix 2 - Project Management Record

Title:
Requested by:
Project lead:
Start date:
Estimated / required end date:
Task overview:
Budget limits:
Risks / Issues:
Notes: