



Code of Conduct

To ensure that activities undertaken in the Shed are meaningful, enjoyable and non-threatening both physically and emotionally, the following Code of Conduct has been prepared for all participating members to comply with at all times. Shed Supervisors have a “Duty of Care” and are responsible for enforcing the Code of Conduct. All members will adhere to the following:

- All members must sign in and out each time they attend the Shed and/or the Computer Room, irrespective of how long they attend or in what activity they are engaged. Signing in and out is important to ensure that members are covered by the Shed West insurance policy when they are working in the Shed, or travelling to or from the Shed.
- Place \$4 in the collection box beside the sign-in sheet if you are working on personal projects, IOUs are not accepted. Members and Shed Supervisors working on Shed business and/or projects will donate \$2.
- Wear sound work clothes and fully enclosed shoes (work boots are desirable).
- Wear the appropriate Personal Protective Equipment (PPE) for the operation being undertaken.
- No less than two ‘financial’ members are to be working in the Shed at any time.
- Respect is to be shown to all persons and supervisors in the roles in which they are engaged.
- Shed supervisors are to be clearly visible by wearing the Shed’s Hi Vis vest.
- Where issues arise we should address them — not personalities.
- The Shed and its resources are to be used for “collective profit” not for “personal profit”.
- The Workplace Health and Safety policy of the Shed must be complied with at all times.
- Ensure an “Incident Report” form is filled out after any incident, regardless of the degree of the injury/outcome.
- All members must have satisfactorily completed a “Safety Induction” program before engaging in any work activities.
- All members must have undergone the machine specific “Training Module” to be eligible to operate machinery in a ‘supervised capacity’. All members must then pass the “Assessment Sheet” for that machinery before they can operate it without ‘direct supervision’.
- The supervisor is to conduct a site safety check prior to work commencing each session.
- Machinery, power tools and any other equipment which are tagged ‘Unsafe – Do Not Use’ are not to be operated.

- Members believed to be under the influence of social drugs, medical drugs or alcohol which may impede their safe functioning will be excluded from the Shed.
- Shutdown/cleanup should commence 30 minutes from the close of the session, allowing for a clean and tidy transition to a following session (afternoon or the following day).
- On completion of the work session, members are required to clean the equipment and the area around, as well as empty the vacuum cleaner, replace all tools and stock to their rightful places immediately after use.
- On completion of a task on a particular machine, all chips and shavings are to be removed.
- In the event that a member observes an unsafe act by another member, or unsafe apparatus they are to notify the session supervisor immediately.
- PPE may need to be supplied by the member but general safety equipment will be supplied by the Shed.
- Hygiene is the responsibility of all members. Wash and dry whatever use at morning tea then put them away. Wash your hands and dry them on the paper towels, not tea towels.

IF IN DOUBT-----ASK