



# WILLOUGHBY COMMUNITY MEN'S SHED

## INDUCTION OF NEW MEMBERS

July 2012

Date of Induction .....

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### Member being inducted

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

1. has completed a Membership Application Form

2. has been made aware of the location of:-

First aid kit                       Fire extinguisher                       Evacuation assembly point

Emergency phone                       Personal safety equipment                       Accreditation Chart

Sign on sheet                       OH and S manuals                       Machine tool manuals

3. has received copies of:-

Shed Rules and Procedures                       Role of Supervisors and Trainers

4. knows his / her individual responsibility is to:-

Observe Shed Rules and Procedures

Assist Supervisors, Trainers and other members, when required

5. has been made aware of the need to:-

Wear appropriate footwear and clothing when in the Shed

Wear person protective equipment when using power tools

Be accredited before using powered machine and precision tools

Clean up all workspaces and machines used

Rectify potential safety hazards or report them to a Supervisor

Report all accidents or safety incidents to a Supervisor

Refrain from smoking in the area of the Shed

Member's Signature ..... Date .....

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Supervisor's Name .....

Supervisor's Signature .....