



POLICIES AND PROCEDURES

Current as from 12-May-2022

Current Policy Documentation



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1) PHILOSOPHY, SAFETY & WELLBEING POLICY

Date Developed: January 2019
16/01/2019

Approved by Committee:

Review Date: By July 2023

The **East Tamar Men's Shed** is a community based non-profit and non-commercial organisation which is accessible for membership to all men.

The primary activity of the East Tamar Men's Shed is the provision of a supportive communal space for men which is safe and friendly.

At the East Tamar Men's Shed men are able to work on their own projects or communal projects at their own pace and in the company of other men.

At the East Tamar Men's Shed men are able to contribute to the social good of one another and in so doing enrich their own lives through the friendship of other men.

At the East Tamar Men's Shed the wellbeing and health of the members is a prime objective.

Men's physical mental and social wellbeing is always paramount in the organisation.

The East Tamar Men's Shed recognises it is an important part of a wider community and as such has community responsibilities and expectations to meet. Whenever possible the organisation will make a positive contribution to the community.

Principle Responsibility: It is axiomatic that inherent dangers exist in many workshop activities. All members have a duty of care for each other and any visitors to the Shed.'

The East Tamar Men's Shed considers the safety of financial members and the safety of the public as the highest priority of the organisation.

The East Tamar Men's Shed actively promotes the ethos of safety for everyone by way of promotion of Policies and Procedures.

The financial members of the East Tamar Men's Shed will have the opportunity to become directly involved in the design, management and operation of the safety systems in the shed.

The East Tamar Men's Shed has the wellbeing of its financial members as a central tenant of its philosophy of support for men.

The wellbeing of the members includes their physical, mental and social health and is reflected in Policy and Procedure.

The financial members of the East Tamar Men's Shed are willing to contribute to the wellbeing of each other and in so doing promote the community spirit of the Men's Shed.



2) **CODE OF CONDUCT POLICY**

Date Developed: January 2020

Review Date: By July 2023

Approved by	Title	Signature & Date
John Moody	President	22/01/2020

Purpose:

The Purpose of this Code of conduct is to develop and maintain a standard of conduct that is appropriate and acceptable to all members.

1. Scope:

- This Code covers members’ rights and responsibilities, conduct of all Shed members, conduct in the Workshop and conduct of the Committee.
- The Code also outlines the consequences of repeated transcreations of the code, appeal process and grievance procedures.

2. Members’ Rights and Responsibilities:

Every Shed member has a right to:

- Feel welcome and safe in the Shed.
- Be treated fairly and with respect.
- Express views, ideas or suggestions without fear or ridicule or denigration.
- Have their achievements valued, recognised and acknowledged.
- Learn, teach and volunteer.
- be a member of a Shed which enjoys a good reputation.

Every Shed member has a responsibility to:

- Make other members and visitors feel welcome and safe.
- Treat other members fairly and with respect

- Respect the right of other member to express views, ideas and suggestions
- Value, recognise and acknowledge achievements of other members.
- Conduct themselves in a manner which enhances the reputation of the Shed.
- Not express views, or display behaviour, that is likely to offend or insult Shed members and /or members of the local and wider community.

3. Members Code of Conduct:

Every Shed member has a responsibility to:

- Comply with the Shed's appropriate policies.
- Make other members feel welcome and safe.
- Treat other members fairly and with respect.
- Value, recognise and acknowledge the participation of other members.
- Conduct themselves in a manner which enhances the Shed reputation.
- Complete the attendance book on arrival and leaving the Shed.
- Leave the kitchen and recreation room clean and tidy, clean up their own mess and wash, dry and put away their own dishes.
- Perform allocated tasks on agreed rosters (cleaning, lawn mowing).
- Every Shed member has a responsibility to NOT:
 - Ridicule or denigrate other member's views, ideas or suggestions.
 - Express views that are likely offend or insult other members.
 - Behave in a verbal or physically aggressive manner towards other members.
 - Bring to or consume illicit substances at the Shed.
 - Bring to, or consume alcohol at the Shed except on special social occasions authorised by the Committee.
 - Smoke inside Shed buildings or within 4 metres of a pedestrian doorway.

- Commit the Shed to any project or expenditure without following the correct approval procedures including the purchasing policy.
- Make decisions that should rightfully be made by the Executive, the Committee, Duty Officer or any other group of people designated by the Committee to make those decisions.
- Use the Shed facilities to conduct a commercial operation or manufacture and/or repair items for personal financial gain.

4. Workshop Code of Conduct:

- Work safely in a manner that protects the safety, health and well-being of yourself and other members in the workshop.
- Follow any instructions given by the Duty Officer.
- Follow all machine "Safety Sheets" and apply all machine safety guards.
- Not to use machines that have an "Out of Order" tag.
- Only use machines and power tools that you have been approved to use by the Safety Officer.
- Never use machines or power tools if they are the only person in the workshop.
- Wear appropriate safety equipment, clothing and footwear in the Workshop.
- Immediately report any faulty machines or equipment to the Duty Officer or a member of the Committee.
- Not talk to or distract other members while they are using machines or power tools.
- At the end of the day, clean up their work space, machines, tools, benches and floor and return tools to their allocated storage space.
- Store projects in an appropriate place. They must not be left on work benches or in the way of other workshop users.
- Report any accidents, or near misses to the Duty Officer.
- Attend to the security of the Shed on leaving, when required.

5. Committee Code of Conduct

- Act fairly and ethically in managing all affairs of the Shed.
- Communicate openly with all Shed members and raise any problems, grievances or concerns at committee meetings without fear or favour.
- Consider the views of other Committee members thoughtfully, challenge respectfully and criticise constructively.
- Maintain confidentiality on any personal, private or commercial-in-confidence information that may come before the Committee.
- Disclose any potential conflict of interest in any issue or decision that may come before the Committee.

6. Breaching the Code of Conduct.

- The Committee executive will deal with all alleged breaches of the Code of Conduct between Committee meetings and table the allegation/ resolution for discussion at the next Committee meeting.
- Established breaches of the Code of Conduct will be dealt with using a four step process:

Step 1 Verbal Warning- for initial and minor breaches. A verbal warning shall be delivered by two members of the Executive in private.

For repeated and more major breaches, an authorised letter from the Committee requesting an explanation of the alleged breach shall be sent to the member.

Step 2 Written Warning- for repeated and more major breaches, following a letter requesting an explanation of the alleged breach, the Committee shall send a letter to the member requesting him to desist from similar actions in future.

Step 3 Membership Suspension- for persistent, repeated and major breaches. The notice of the suspension and its duration decided by the Committee, shall be delivered in writing by hand (if possible) by two members of the Committee.

Step 4 Membership Expulsion- for ongoing, persistent, repeated and major breaches and demonstrating no sign of compliance. A letter advising the member of Expulsion approved by the Committee shall be delivered in writing by hand (if possible) by two members of the Committee.

7. Appeal process and Grievance Procedures.

- A Shed member has the right to appeal against Code of Conduct decisions made by the Executive and/or the Committee.
- The appeal will initially be conducted informally via a mediation process conducted by a mediator agreed to by the member and the Executive.
- If mediation is unsuccessful in resolving the issue, then the Shed member can formally instigate the Shed's "Grievance Policy and Procedures".

8. Review.

The Code of Conduct to be reviewed biannually by the Committee.



3)	SHED ACCESS POLICY
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Date Developed: October 2020
Review Date: By July 2023

Approved by	Title	Signature & Date
George Murray	President	October 28 th 2020

9. Purpose:

The Purpose of this policy is to develop and maintain a standard of safety that is appropriate and acceptable to all members.

10. Scope

AMSA recommends that a minimum of two people be in attendance while the Shed is open. The reason is to ensure that if a member is in need of help, another person is there to provide assistance. The East Tamar Men’s Shed recognises this recommendation as sensible and adopts this principle in working towards an organisation that is healthy and safe for members.

11. Principles of adoption.

Scheduled Opening Hours

Normal opening hours are Monday, Wednesday & Saturday 0830-1400 or other days as determined by the Committee. Members must adhere to Covid policy and check-in using the Covid QR Code or the sheet provided.

It is recognised that at times it will be necessary for members with access keys to perform functions for the benefit of all members prior to and after normal Shed scheduled operational hours. Members entering the Shed out of normal operating hours are to abide by the following policy guidelines:

- Key holders may enter the Shed alone on official business.
- Enter their access time and time of departure in the official registration book provided for the purpose.

- Perform functions that have minimum risk for their own personal safety.
- Not use any machinery or tools unless at least one other member is on the Shed property.
- When opening or locking up prior to or after scheduled or “approved out of hours” Shed sessions, use the checklist adopted by Committee for the purpose of checking security and safety requirements.

Members using the Shed out of scheduled Hours

Members may use the Shed out of hours for approved SHED projects only and have the presence of at least one other SHED member to assist or to be available for assistance if needed.

Members needing to use SHED facilities for approved project work outside scheduled hours must:

- adhere to the Code of Conduct policy of the SHED.
- have approval from at least one Committee member to do so.
- have direct access to a telephone.



4) **PROBATIONARY MEMBERSHIP POLICY**

Date Developed: July 2021

Review Date: By July 2023

Principle Responsibility: All Financial members.

Approved by	Title	Signature & Date
George Murray	President	28/07/2021

Men over the age of 18 may apply for membership of the East Tamar Men’s Shed Inc. within the provisions of the Constitution and Policies of the organisation.

After application, by the completion of an application for membership lodged with the Secretary/Public Officer, an applicant must attend a minimum of three (3) SHED sessions before being considered for membership.

Upon completion of these sessions, his application will be considered by the ETMS Committee at its next Committee meeting provided that the application form is complete with a Member nominee and seconder.

A meeting can be held prior to the Committee meeting by email or by an impromptu meeting held at the shed if sufficient committee members (quorum) are in attendance.

Upon agreement by a majority of Committee members present at the meeting when the application is considered, the applicant will be admitted to ETMS membership after payment of the membership fee.

Applications considered during the financial year may, at the discretion of the Committee, be discounted in consideration of the proportion of the year remaining.

Under no circumstances can machinery be used by the applicant until he becomes a financial member.

Date Developed: November 2018

Approved by Committee: 10/01/2019

Review Date: By July 2023

Principle Responsibility: All Members

Principles.

The ETMS is a community based organisation that seeks to impact positively on the lives of men and the community we live in. One of the ways the Shed achieves this goal is by taking on projects that will have a positive impact on men and the community. These projects are planned, built, made or done by the members of the shed as part of the “Shoulder to Shoulder” approach of Men’s Sheds to communicating and supporting men in Australia.

Projects will come to the shed from a number of different sources;

12. Members own projects that they want the shed to undertake.
13. Members of the public requesting the shed to make something for them.
14. Projects that are designed to be financially beneficial to the Shed and /or contribute to the organisation running expenses.
15. Shed projects that are for the improvement of the shed.
16. Members working on their own project or hobby within the Shed

Policy.

Irrespective of where they originate, all projects that are carried out by the ETMS will require the final approval of the Committee of Management of the Shed, and be subject to the following criteria.

17. Suitability for the Shed’s members to be able complete them in a satisfactory manner.
18. Appropriate equipment to perform the task.
19. Safety and environmental issues.
20. Impact on other shed events, projects and members.
21. Financial considerations ie: cost to the shed and organisational running expenses.

The only exceptions to meeting these criteria is where members are working on their own projects or hobbies within the shed using their own materials.

Projects are approved by the Committee of Management at a regular monthly meeting where the project will be discussed and assessed for its suitability. The Committee may ask for an estimate to be done regarding the cost of the project or may take advice from committee members regarding costs and charges for running. For this policy, projects are defined as Major or Minor.

22. Major projects are projects resulting from grants which will need acquittal or expenditure in excess of \$500, irrespective of the source of the funds.

23. Minor projects are those that require less than \$500 expenditure.

Major Projects:

All Major Projects need to be presented to a Committee of Management meeting prior to their approval and commencement.

Minor Projects:

Approval of Minor projects need not wait for the next Committee meeting. These projects can be quote and approved by a workshop/projects sub-committee with at least two Committee members.

The criteria for approval stipulated above must be met particularly with regard to the possible financial outlay when multiple projects are in progress. The possibility of all active projects requiring financing at the same time needs to be recognized and avoided, probably by delaying a projects commencement.

Some Minor projects will still require the approval of all Committee members and in this instance this is to be sought by email in order to get a quick response. The Committee members on the workshop/projects subcommittee can decide if this level of approval is required.

The Committee of Management must be informed of the project at the next meeting as an agenda item, by the committee members who have approved it.

6) **INDUCTION POLICY**

Date Developed: October 2020
Review Date: By June 2023

Approved by	Title	Signature & Date
George Murray	President	October 28 th 2020

ETMS INDUCTION CHECKLIST

Copy to be given to inductee at completion of induction for his reference.

Type of work done.

Woodwork, Engineering, Welding, Fabrication, external contract work if required.

Attend to all correspondence and minute taking of meetings as well as meeting the statutory requirements of the Association. Assist President and Office Holders in undertaking their responsibilities.

Personal work allowed.

There is no limit as to how much personal work is allowed, but members are expected to contribute to the financial benefit of the shed by helping with money raising projects and paying a nominal fee for materials used on their project.

First Aid and Safety Officer:

Responsible for maintenance of first aid equipment and overall safety of shed members.

Description of jobs and responsibilities.

President:

Chair meetings, overall responsibility for issues relating to shed business and ensure compliance with policies and procedure.

Shed opening times - meal times.

(8:30am to 2:00pm (approx.) Wednesdays and Saturdays.

Morning tea @ approx. 10:00 and Lunch @ approx. 12:00. Or at times suited to individual members.

Out of hours enquiries.

President or member(s) delegated by the President.

Vice Presidents: (2)

Assist the President and delegate when absent.

Policies and Procedures:

Treasurer:

Manage the finances and report at meetings as required.

Drugs and alcohol.

Alcohol may be consumed on the premises as long as it is done so responsibly and members do not become intoxicated. No alcohol is to be consumed prior to operating any machinery. The consumption of any illegal drugs is not permitted.

Secretary and Public Officer:

Smoking policy.

Smoking is not permitted on site.

Members rules of behaviour.

All members are responsible for making themselves aware and follow the policies of the East Tamar Men's Shed (located in the Office).

Members should at all times show respect and support for other shed members as per the Code of Conduct of the East Tamar Men's Shed Policy.

Members are expected to contribute to the efficient running of the shed as well as keeping the premises clean and tidy including machinery after use, the kitchen, external premises and grounds, toilets and dust extractor.

Shed Facilities:

Car parking:

Limited parking in front of Shed, space permitting. All other parking on other side of fence to the right of Shed.

Eating facilities:

Lunchroom/ kitchen appliances available.

Wash & Toilet facilities.

Hand basin in Engineering workshop and outside rear door of woodwork shop. Toilets & wash basin at Community Hall.

Explain Shed Safety Responsibilities:

No machinery or power tools are to be used if a member is on site alone. A minimum of two members must be present when using power tools for safety and insurance reasons.

Consultative & Communication Processes:

Induction, identification of Committee members.

Incident Reporting Procedures, Including Where To Find Reporting Forms:

To Safety Officer; Incident Reporting Forms are kept in Office.

Policy And Procedures:

In Office.

Reporting Risks:

To Safety Officer or Committee Member if Safety Officer is unavailable.

Lockup Security For Member's Belongings & The Shed.

The East Tamar Men's Shed is not responsible for the security of members belongings, or work in progress stored at the Shed.

Show Your Shed Safety Environment.:

Emergency Procedures:

Emergency Assembly Point in carpark next to Shed.

Exits & Fire Extinguishers:

Engineering workshop - front door, lunchroom, woodwork shop - roller door and rear wall.

First Aid Facilities.

Located on wall of lunchroom adjacent to door to Engineering W/shop. First aid kit and defibrillator.

Information On Workplace Risks &

Controls: As per Risk Assessment Policy.

Safe Use And Storage Of Risky

Substances: As per Manual Handling Policy

Material Safety Data Sheets. (MSDS)

Located in labelled file in Office Filing Cabinet.

Safe Use And Storage Of Personal Protective Equipment (PPE). As per Policy

Members' ID cards must be worn at all times while present at the shed.

Location Of Machine Instruction Manuals.

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7)

PEOPLE WITH DISABILITY POLICY

Date Developed: May 2018

Review Date: By July 2023

Principle Responsibility: All Members

Outcome

An applicant for ETMS membership who is significantly impaired in any physical or intellectual capacity, or suffers any significant mental health issue, and is under the guidance of a regular Carer, may apply for and be nominated and seconded for membership within the normal policy. Provided that they can meet the Policy requirements herein.

Policy

The following criteria be met for potential members under Restricted Access and Mandatory guidance to be considered for membership:

- 24.the Cared for Person apply for and be accepted as Members of ETMS and the Carer to have his own Government approved Carer Insurance.
- 25.the Member Carer is present at all times when the Cared for Person is present at The Shed or that the Secretary has been advised that a substitute (relief) carer will be present during a regular attendance
- 26.the Carer or his substitute is directly responsible for the supervision of the cared for person
- 27.there will be no expectation of ETMS to provide suitable activities or to supervise such by members of ETMS other than the normal relationship existing between day supervisors and members
- 28.the use of machinery by the Cared for person is approved under accreditation procedures normal for all members.
- 29.Each member is assigned an “Operator’s Tag” and disabilities will be taken into account in determining the class of tag awarded. (See Risk Management section on Assessment).

Reference: Development of this policy has been in accordance with AMSA guidelines 2018.

(People with a Disability)*See Following notes*

AMSA Guidelines

As at May 2018

People With a Disability

CONTEXT

The AMSA encourages participation in Men's Sheds by people with all levels of ability and we encourage a focus on people's abilities rather than their disabilities. However it is recognised that there are varying levels of disability amongst shedders which may or may not need specific interventions or practices to accommodate. For example many Men's Shedders require spectacles and/or hearing aids which indicate that this person has a disability in the areas of vision and/or hearing. We naturally accommodate these people into the shed without giving a thought to it and we naturally focus on their abilities rather than their disabilities.

In this section we are referring to those people whose level of disability is considered to be such that the physical environment requires adaption and/or there is a level of intellectual or mental impairment that may require some shed practices to be adapted.

PEOPLE WITH LIMITED PHYSICAL ABILITIES

Generally the best way to accommodate people with a physical disability is by working with the person and asking them if and how the physical environment may need to be adapted in order to accommodate their participation in the shed. There may be no need to make changes or a need to make minor or major changes. National and State bodies are available to provide advice and expertise if this is deemed necessary.

Observation of how the person deals with the shed environment may also indicate changes needed but it is still important to work with the person and to seek their views and opinions and have respect for their thoughts and ideas as they are more likely to have the best ideas!

PEOPLE WITH INTELLECTUAL DISABILITIES

Whilst we all have varying degrees of intellectual abilities some individuals may require special care and/or consideration within the shed environment. It is strongly suggested that advice be sought from the person's carer/guardian, service provider or other relevant sources to enable them to enjoy the shed as much as everybody else. If the person generally needs a support worker or carer then it should be expected that the support worker will accompany their client and be with their client at

the shed. This may cause an issue within those sheds which generally do not have women at the shed. Depending on the level of intellectual impairment it may be worthwhile considering a trial period where the person is supported by their support worker or 'carer' for a time. It may even be possible to reduce or phase out some of that support over time as the other shedders become accustomed and aware of the person's abilities and the person concerned becomes more comfortable within the shed environment and with the other shedders.

PEOPLE WITH A MENTAL HEALTH ISSUE

Once again special care and consideration may be required. The person themselves as well as carers/guardians, service providers and other sources can be a valuable source of information in dealing with individuals and allowing them to integrate effectively and harmoniously into the shed environment. Initial 'carer' support may be required and the level of support reviewed regularly to ensure that the esteem of the individual is respected by not 'over servicing' and the person is allowed the dignity of participating to their maximum ability.

IMPORTANT NOTES

30. Shedders should not 'overdo' the level of support required for an individual – support as required and if needed. It does not do the individual any favours by interfering when there is no need to.
31. Be aware of and work with the persons abilities rather than focus on what they cannot do.
32. Be aware that, for some individuals, some tasks may take longer to accomplish but it is important to show respect and consideration for each person by allowing them to operate at their level of ability with dignity.
33. The service providing general support to the person with a disability may be able to provide some training for the blokes from your shed which will help the inclusion of the person within the shed environment.
34. If the person with a disability requires a carer/support worker then that carer/support worker should be provided by the persons key support service. The support workers role may change over time.
35. Ensure that expectations and roles are clearly established. A Memorandum of Understanding (MOU) may prove useful in establishing the expectations of all parties and this MOU may need regular updating. All parties should be involved in the development of an MOU.
36. If required, consider establishing a mentor – one key contact within the shed who will mentor the person with a disability.
37. Be open and honest with any service providers involved. If your Men's shed has some concerns then voice them as the service may be able to help alleviate those concerns.
38. Shedders are clever people and many sheds have already made some great adaptations in order to be able to include people with varying levels of ability.

8) **GRIEVANCE POLICY**

Date Developed: November 2019

Review Date: By July 2023

Principle Responsibility: All Members

Date Approved	Title	Signature & Date
22/01/202	President	

Policy Outcome

This policy advises on the responsibilities of members, how to raise a grievance, the expected outcomes of the process and documentation.

Rationale

ETMS wishes to maintain a harmonious environment in the Shed which is free from intimidation and harassment and which affords equality of opportunity.

ETMS wants members to express concern about Shed related issues and to raise concerns with other members on an informal basis, in the first instance, and if not resolved, to seek recourse to more formal grievance and dispute procedures.

ETMS is committed to fair grievance handling. The grievance handling process will be conducted in a way that ensures procedural fairness is upheld, confidentiality is maintained, and that steps are taken to eliminate victimisation.

What is Grievance?

A Shed related grievance is any type of problem, concern or complaint where a member believes that he has received unreasonable treatment from the Committee, or another member and wishes to bring the grievance to the attention of the Shed Committee or authorised person and requires an action or response.

The Shed recognizes that grievances may develop between members, and between members and the Committee, and these grievances need to be resolved in a timely appropriate and respectful manner.

Guiding Principles

Confidentiality:

Only the people directly involved in making or investigating a matter will have access to information about the matter

Impartiality:

All parties involved will have the opportunity to provide details regarding the matter. No assumptions will be made and no action will be taken until all relevant information has been collected and assessed.

Complainants using this process are protected from any detrimental action, including victimisation.

Timeliness:

All matters will be dealt with in a timely manner. All relevant parties will be kept informed of developments. An informal meeting shall be held between the member/s and the parties involved to discuss the grievance or dispute and the remedy sought. If the grievance cannot be resolved informally, the matter will progress to the formal stage and be resolved in a timely manner.

Fairness:

To provide procedures by which aggrieved persons may receive prompt, fair and consistent consideration of complaints.

Who is accountable for handling grievances?

Shed Committee or authorised persons are responsible for responding appropriately to grievances and managing the process according to the AMSA policies, principles and procedure
Procedure:

Members Reporting a Grievance (Stage 1)

A member who has a problem or concern with a team member is encouraged to initially attempt to discuss and resolve the issue directly with the team member who is the subject of the concern by directly informing the team member that they are acting in an inappropriate way, and that their behaviour is unacceptable to the complainant, an opportunity is provided for them to stop and change behaviour before the matter becomes a formal grievance.

The Shed Committee or authorised person's initial response to a report of a grievance (Stage 2)

The President, or delegated person(s) will, if possible, attempt immediate resolution. If the grievance is resolved in this manner, the Member will document the actions taken and advise the complainant of the outcome.

Acknowledgement/further assessment of grievance (Stage 3)

If an immediate resolution was not possible or achieved, the Shed Committee or authorised person will ask the complainant to put the grievance in writing and the Committee or authorised person(s) will undertake a further assessment of the grievance and the Committee or authorised person will advise the complainant of the grievance resolution procedure.

Notification to Respondent (Stage 4)

The Committee or authorised person will inform the respondent in writing that a grievance complaint has been made against them and provide them with a copy of the grievance complaint. The Respondent will also be advised of the grievance resolution procedure.

Respondents will be advised by the Committee or authorised person that they will be given every opportunity to respond to the allegations.

The Committee or authorised person will advise the respondent that they will be informed regularly of progress towards resolution, and that they must observe the principle of confidentiality. The respondent must not contact the complainant about the grievance during the resolution process
Investigation of Grievance and Interview

Preparation

The Committee or authorised person(s) will undertake an investigation of the grievance, which may include interviews, a review of relevant documentation and an inspection of the workplace, and any other actions, which will assist in determining what further action is required.

The Committee or authorised person will review all additional and specific details requested from, and provided by, the complainant, and advise the respondent in writing of each specific allegation that has been made, seeking a written response to each allegation.

When a member is perceived to have transgressed established ETMS guidelines the committee shall instruct the Secretary to send an approved letter. The wording shall include "please explain why you chose to"..... followed by a description of the specific action under review.

As much detail as possible shall be given to the respondent who will be given an appropriate period of time to respond to the allegation/s.

The Committee or authorised person will provide interviewees with at least 24 hours notice prior to the interview and will advise them of the nature and purpose of the interview

Interviews

If interviews are required, the complainant and the respondent will be interviewed separately, and each given the opportunity to present their respective cases.

Each party may have a support person present during their interview; however support persons take no active role in the interview.

The interviews will be held in privacy and conducted impartially.

During the interview process, each specific allegation will be put to the respondent to allow them to respond and provide his/her version of events, and comment on any relevant issue.

Records of each interview will be taken and each interviewee provided with a copy of the record of interview as soon as possible after the interview. In some matters it may be necessary for interviews to be recorded. This will only occur with the interviewee's knowledge and permission. The interviewee will be provided with a copy of the unedited recording of the interview.

Outcome of Investigation

At the conclusion of the investigation the Committee or authorised person will prepare a report determining whether the grievance was substantiated, outlining the supporting evidence for the conclusion.

The Committee or authorised person will decide what action will be taken in accordance with the Shed's Code of Conduct, and it will be determined whether:

The matter is substantiated (it happened).

The following actions may be required from the person who caused the grievance, which will be appropriate to the behaviour complained about:

A written apology.

Acceptance of an official warning.

Acceptance of mentoring by designated member/s of the Shed.

Undergoing a period of Suspension determined by Committee.

Acceptance of his Shed membership being terminated.

The matter is not substantiated

(there is not enough proof) The following actions may be required:
Counselling and additional training for staff.

Monitoring the member's behaviour.

The matter was frivolous, vexatious or contrived (i.e. it did not happen) The following actions may be required:

Counselling for the person who made the grievance.

An official warning to the person who made the grievance.

The person lodging the grievance will be advised of all outcomes as will any other relevant party. If the matter remains unresolved the Committee or authorised person shall provide the member/s with a written response. The response shall include the reasons for not implementing any proposed remedy.

Monitoring the Outcome

The Committee or authorised person will monitor the outcome of the grievance resolution process. If the grievance was substantiated, monitoring will occur to ensure the solution is working satisfactorily. If not, the President will take appropriate corrective action.

Appeals (Stage 5)

Appeal on the decision or the process may be undertaken as outlined in Rules 35 and 36 of the Shed Constitution.

Further to this, a member may appeal in regard to the process and/or the outcome of the grievance resolution through a process of review of actions taken to date by a mutually agreed independent arbitrator.

A member may choose to write to their regional representative of the TMSA for a review of their case prior to formal action available under the Commercial Arbitration Act 1996 as specified in Rule 36 of the Shed Constitution.

9)

SMOKING POLICY

Date Developed: March 2019
Approved by Committee: 27/03/2019

Review Date: By July 2023

Outcome

The East Tamar Men's Shed is defined as an indoor public place and will have a smoke free environment as required under the *Public Health Act 1997*.

Procedure

Smoking of cigarettes, cigars, pipes, or any other type of smoking device is not permitted in any buildings of the East Tamar Men's Shed.

Smoking is not permitted within four metres of an entrance/exit or open window of any building of the East Tamar Men's Shed.

No Smoking signs will be placed in prominent places in the buildings of the East Tamar Men's Shed.



10)

DRUG & ALCOHOL POLICY

Date Developed: March 2019
Review Date: By July 2023

Approved by Committee:27/03/2019

Outcome

The responsible consumption of alcohol on the premises of the East Tamar Men's Shed is accepted within the policy guidelines. The consumption of illegal drugs will not be permitted.

Procedure

Alcohol may be consumed on the premises of the East Tamar Men's Shed so long as people do so responsibly and do not become intoxicated.

NO Alcohol is to be consumed prior to operating any machinery in the East Tamar Men's Shed.

NO illegal drugs are to be consumed or brought into the East Tamar Men's Shed.

Prescription drugs are exempt from this policy except when they are labelled "do not operate machinery" in which case machinery is not to be used whilst the drug is being taken.

Any person who is suspected of being intoxicated or under the influence of drugs is to be reported to a committee member immediately.

11)	HEALTH & SAFETY (Daily Prestart) POLICY
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Date Developed: June 2021 Review Date: July 2023
 Principle Responsibility: All Members

Date Approved	Title	Signature & Date
30-06-2021	President	George Murray 30-06-2021

Purpose:

To ensure that the machine and workshop areas are hazard free.

Principles:

- Are guards fitted correctly?
- Is the power supply cable in good condition (no fraying or wires showing at the plug) ?
- Is the work area free from obstacles that can be a trip hazard?
- Are you wearing suitable PPE?
- Is the dust extraction unit connected and switched on?
- Do you know how to fully operate the machine?
- Are blades/ cutters tight ?

For more information on Daily Prestart Inspections, consult the AMSA “The Men’s Shed Health & Safety Manual”. [Link: https://mensshed.org/wp-content/uploads/2020/10/AMSA-Complete-Mens-Shed-Health-Safety-Manual-January-2020-complete.pdf](https://mensshed.org/wp-content/uploads/2020/10/AMSA-Complete-Mens-Shed-Health-Safety-Manual-January-2020-complete.pdf)

12) **HEALTH & SAFETY (Manual Handling) POLICY**

Date Developed: June 2021

Review Date: June 2023

Principle Responsibility: All Members

Date Approved	Title	Signature & Date
30-06-2021	President	George Murray 30-06-2021

Purpose:

To safeguard members from injury and health threatening incidents when handling materials.

Principles:

Wear gloves when there is a risk of sharp edges being present.

Do not lift more than is comfortable, 16kgs. is the maximum as per O.H.&S. guidelines **BUT** only lift the weight that you feel safe doing so.

Always wear the appropriate PPE (respirators, gloves and eye protection etc.) when handling paints or chemicals.

Be aware of materials being hot if they have just been welded or machined (friction) and wear gloves if necessary.

For more information on Manual Handling Procedures, consult the AMSA “The Men’s Shed Health & Safety Manual”.

Link: <https://mensshed.org/wp-content/uploads/2020/10/AMSA-Complete-Mens-Shed-Health-Safety-Manual-January-2020-complete.pdf>

13) **HEALTH & SAFETY (PPE) POLICY**

Date Developed: June 2021
 Review Date: July 2023
 Principle Responsibility: All Members

Date Approved	Title	Signature & Date
30-06-2021	President	George Murray 30-06-2021

Purpose:
 To safeguard members from injury and health threatening incidents.

Principles:
 Personal Protective Equipment (PPE) must be worn at all times when there is a perceived risk of injury or a threat to health.

EAR PROTECTION

Ear protection must be worn when members are in an area where noise levels exceed 85 decibels (the sound of a leaf blower or a ride on mower is approximately 85 decibels) even if noise levels are below 85dB damage can be done by constant exposure to noise.

EYE PROTECTION

Eye protection must be worn when there is a risk of foreign bodies entering the eye, this can occur when chiseling, operating cutting machines such as lathes (full face shield is preferable), routers, power saws, drilling machines, table saws, etc. there is also a risk when using compressed air to clean a machine. Hand power tools can also present a risk.

DUST MASKS

Approved dust masks must be worn when sanding or machining wood as the dust produced may be irritating to the respiratory system. Being in the vicinity of others using these types of machines can be hazardous as prolonged exposure to wood dust may cause respiratory problems.

PROTECTIVE CLOTHING

Protective clothing such as gloves, aprons etc. must be worn when handling wood, metal or any other materials that can cause cuts, abrasions or other injury to members. Non-synthetic PPE must be worn when welding or using flame. Hair restraints must be worn if hair is shoulder length or longer. Loose clothing and neck jewelry shall be kept secure and long sleeves rolled up to minimise the chance of being drawn into operating machinery. Fully enclosed footwear must be worn.

Members should be attentive and warn other members if that member is at risk.

For more information on Personal Protective Equipment, consult the AMSA “The Men’s Shed Health & Safety Manual”.

Link: <https://mensshed.org/wp-content/uploads/2020/10/AMSA-Complete-Mens-Shed-Health-Safety-Manual-January-2020-complete.pdf>

14)	HEALTH & SAFETY (Risk Assessment) POLICY
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Date Developed:
 Review Date: July 2023
 Principle Responsibility: Health & Safety Committee

Date Approved	Title	Signature & Date

Purpose :

To bring to members attention the risks in a work place and how to minimise those risks. Identify hazards and risk factors that have the potential to cause harm (hazard identification).
 Analyse and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
 Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).

Guidelines:

Members must be made aware of the dangers of using and being around machines and be aware of the hazards that an untidy workplace can create. Hand tools can also be dangerous if members begin working with them without anticipating what can go wrong due to inexperience. Noise is another hazard to be aware of. Dust can exacerbate pre-existing respiratory problems.

To minimize these risks members must be trained to safely operate machines and shall not be allowed to use machines until they are fully familiar with the risks involved. Members must be made aware of the danger of using hand tools incorrectly and of the damage that noise and dust can cause.

Training shall be carried out and notices pointing out risks shall be attached to each machine. Floors and surrounding areas must be kept clean and free of obstacles. Members shall be shown the correct way to use hand tools. Personal Protective Equipment shall be worn when applicable.

For more information on Risk Assessment consult the AMSA “The Men’s Shed Health & Safety Manual”.
 Link: <https://mensshed.org/wp-content/uploads/2020/10/AMSA-Complete-Mens-Shed-Health-Safety-Manual-January-2020-complete.pdf>



15) **HEALTH & SAFETY POLICY (COVID-19)**

Approved By	Position	Date
George Murray	President	25/09/2021

Health & Safety:

The Management Committee acknowledges the duty of care it has for the members of the East Tamar Men’s Shed who are generally in the high-risk group. The Committee undertakes to apply strict guidelines, practise good hygiene, and do its utmost to ensure the member’s safety. The Committee will follow all recommendations of the Tasmanian Health Department in accordance with public health directions for COVID 19. It is a requirement that all members be vaccinated. Proof of vaccination will be required.

Un-immunised members or visitors who attend the Shed should discuss their situation with a member of the Health and Safety Committee who will determine what action will be required to protect the health of Shed members. Such discussions will be kept confidential.

All persons, on entry to the Shed will use the Tasmanian COVID app or record their attendance in the COVID record sheet provided.

There will be a hand sanitising station at the entrance of the SHED for every person entering the Shed.

No member should attend the Shed if they have any *infective* illness as they will be asked to leave.

1.5 metres of distance between you and another person is essential if possible.

If possible, cough or sneeze into your elbow.

Avoid crowding.

Use sanitisers regularly or wash your hands with soap and water thoroughly in the basins designated.

The Management Committee shall regularly review its control measures to ensure they remain effective.

Cleaning

A regular cleaning schedule for areas of shed frequented by members or others shall be maintained.

Frequently touched areas and surfaces shall be cleaned regularly e.g., doorknobs, handrails, keyboards, furniture, fridge, stove, kettle, and other frequently used equipment.

A roster and a record will be maintained for cleaning, and where appropriate disinfecting, to ensure the shed is routinely cleaned.

Supplies and Equipment

ETMS shall provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the shed can be complied with.

The guidelines will follow SafeWork Australia’s guide on “how to clean and disinfect your workplace.”

Hygiene

A cup rack for individual cups shall be maintained. Washing of personal dishes is required
Hands must be sanitised prior to sharing food.
Bathroom facilities in the Community Centre will be cleaned at each session.

Restrictions on Entry to the Shed

No member or individual is allowed to enter the Shed if the member is required to quarantine or has an infective illness.

Physical Distancing at the shed

Members shall take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that:

Each person at the SHED (including visitors), or entering or leaving the SHED, maintains a distance of at least 1.5 metres from each other where possible.

The total number of people presenting in a single area of the Shed is 15.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the members should ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.

Instruction, training, and supervision in respect to COVID-19.

The Management Committee will provide adequate supervision and enforcement to ensure control measures are implemented in the shed in relation to COVID-19

The Committee shall ensure that information and instruction is provided to visitors to the SHED about control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures.

A member or other person, at the SHED or entering or leaving the SHED, must comply, with any reasonable instruction that is given by the Committee to allow the shed to manage the risks to health and safety within the SHED.

The Management Committee will:

- Put up posters on how to wash hands
- Provide training or instruction on appropriate cleaning
- Provide appropriate face masks and encourage members to take responsibility for their own personal health if working in confined areas
- Display posters and appropriate guidelines within confined areas for social distancing.

Consult with ETMS members about the ways in which the spread of COVID-19 can be controlled. Make appropriate decisions as necessary as to the actions to be taken, acting on specific advice of Public Health.

Review

As the situation with COVID-19 can change rapidly, the Health and Safety Committee will regularly review the control measures in accordance to the directions of the Tasmanian Health Department and make recommendations to the Management Committee.