

# Rules for Daylesford Men`s Shed

- 1 Only persons who are financial members are permitted to use tools, machinery and equipment (unless invited to do so by a committee member)
- 2 Only financial members are able to buy discounted materials from the shed.
- 3 Hearing and eye protection to be used at all times when using **machinery and contact tools**. Failure to observe this rule is at your own risk.
- 4 All tools to be placed back in their respective places after use. **If unsure, please ask**
- 5 All work areas to be cleaned up after use **by the people working in the area** after finishing the project, or before leaving the shed.
- 6 **A minimum of two persons to be in the shed at all times when work is being carried out.**
- 7 No rubbish or open food containers are to be left in the kitchen or workshop area. **All cups, plates, and pots are to be washed and dried and put away before the shed closes for the day.**
- 8 All lights, urns, office equipment and power points are to be turned off before leaving the shed. All windows and doors should be locked and alarm activated before you leave. Only authorised persons to open and close shed.

- 9 Notify shed managers of any faults and or damage to any equipment or machinery ASAP and label with **OUT OF SERVICE** tag.
- 10 No member is to purchase any hardware or tools unless prior permission has been obtained by a member of the committee and/or the treasurer. Failure to do so, will mean no reimbursement of costs incurred.
- 11 Hardware and equipment to \$50 can be authorised by shed managers in consultation with the treasurer. All amounts above that must go through the committee for approval.
- 12 All members are to keep up to date with activities posted on the notice board or electronic media.
- 13 No tools or equipment are to be taken or borrowed unless permission from the shed managers is obtained and the loan register is signed. The register to be kept in Quiet Room.
- 14 No person to use any machines unless they have been trained to use that machine.

**DMS Committee of Management – July 2017**