



Community Men's Shed

Welcome

A warm welcome is extended to you and we trust that you will enjoy all of the activities at the Phillip Island RSL Community Men's Shed.

The purpose of this document is to provide you, 'the participant' with a basic understanding of the "Principles & Planned Activities" to be carried out AND performed under the Phillip Island RSL Community Men's Shed's concept.

It should be understood that the **major focus** of this initiative is to provide you with an environment that helps to enhance your physical, mental and emotional health. In other words, "relax, learn and have a good time.

The following supplements will further explain in more detail our aspirations and general operations of the Phillip Island RSL Community Men's Shed. Please read the supplements as there is **important** information included that you should know and will assist you to help us all to achieve our **major focus**.



Community Men's Shed

MISSION

As an essential part of the Welfare Program of the Phillip Island RSL Sub-Branch the Men's Shed will provide a venue designed to promote any appropriate activity which encourages social interaction across all sectors of our community, irrespective of religion, ethnic origin, socio-economic status or gender of any who wish to participate, focusing on those who may be at risk.

VISION

To develop and promote a Men's Shed which, through its activities will set a benchmark in excellence in serving and addressing many of the latent welfare needs that exist in our community.

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Story of “The Shed”

“The Shed” holds an important place in Australian culture. The backyard shed is often a place of refuge where a person can dream dreams, build something practical or create something fanciful.

For some of us “The Shed” provides a reservoir of memories, for others it is a meeting place where family and mates can swap stories and share skills with each other.

So often though, when families have grown and the house is sold, the parents retire and move into a smaller place and the first thing to go is “The Shed”.

This can cause a certain amount of stress to come to some people because not only do they lose their loved workshop and all their memories but they also lose that little bit of personal space that allows them to sit and ponder. The loss of a shed can also be frustrating for many as over time they lose their creative skills and the ability to think in a positive way.

With these in mind, the idea of the Phillip Island RSL Community Men’s Shed was born so people can come together and use their skills, chat with others in a friendly environment and be able to use the tools and equipment provided.

Being able to participate in community projects or simply bring your personal projects to the Shed to work on, all helps to create good health and wellbeing.

Hence the Phillip Island RSL Community Men’s Shed has been set up to meet these needs.

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Participation Details

Name.....

Date of Birth.....

Address

.....

Email

Home Phone: Mobile:

Emergency Contact:

Home Phone: Mobile:

Relationship to you

I agree to allow the distribution of my personnel details ie. Name, postal address, phone number(s) & email address to general members of the shed.

Any medical conditions we should know about? (Optional) Yes/No

If yes:

.....

What experiences do you have working in sheds or workshops (if any)?

.....

.....

Disclaimer

I participate in the Phillip Island RSL Community Men's Shed with the understanding that the Phillip Island RSL Sub-Branch RSL Inc. will take every effort to maintain a safe environment in the Shed for its members. The sponsoring organization, their representatives and the people appointed as coordinators or supervisors in the Shed do not take responsibility for the personal health or wellbeing of the people participating in the RSL Shed's project. The abovementioned organization and individuals take no responsibility for the loss or damage on any personal items taken to or from the Phillip Island RSL Community Men's Shed.

Signature..... Date.....

Print Name.....





Community Men's Shed

Activity Agreement.

What is the aim of the Phillip Island R.S.L. Community Men's Shed?

The program aims to provide a safe, physical and emotional environment that offers opportunities for creative, productive and learning with other members.

The Phillip Island R.S.L. Community Men's Shed offers a friendly environment for members with a shared interest in fostering healthy lifestyles. Members can attend at least one-half day session per week and can work on their own projects or join in with other members to work on projects fostered by the Shed.

Some things you should know before commencing your involvement at the Shed.

- Participants must be capable of working independently and safely in the Shed environment.
- Participants must be able to get to and from the Shed independently as transport is not available.
- **Your rights as a PIRSL Community Men's Shed participant.**

Briefly these rights encompass your right for:

- Respect, courtesy and dignity.
- No discrimination.
- Information about services.
- To choose from available services.
- To lodge a complaint.
- Advocacy.
- Good quality service.
- Privacy and confidentially.

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Your responsibilities as a PIRSL Community Men’s Shed participant.

- Respect, courtesy and dignity to other participants and supervisors.
- Responsibility for your own decisions.
- Supportiveness towards supervisors and other members.
- Safety in mind for yourself and others.
- Adhere to the rules of the Shed.

How long can I attend the Shed?

To everything there is a beginning and an end. There may be a time it will become necessary to cease attending the Shed. This will occur if:

- You are no longer capable of living independently.
- You are no longer capable of working independently and complying with the safety requirements of the PIRSL Shed.
- You need more assistance than the PIRSL. Shed can provide whilst meeting the needs of other members.
- You are unable to safely participate in general tasks.
- If you behave in a manner that is inappropriate and continue to do so despite requests to do otherwise i.e. not adhering to your responsibilities as a participant of the Shed.

The PIRSL Shed’s Committee and volunteers are responsible to provide a safe working environment and to ensure that this occurs and are compliant with legislation and relevant policies.

PIRSL Shed participants are required to sign this Activity Agreement upon acceptance as a member of the Shed. This will ensure that the participants become a member of the Shed with relevant expectations and a clear understanding that there may come a time when the Shed is no longer a viable option to them.

I.....understand the PIRSL Community Men’s Shed Activity Agreement and agree to abide by the criteria as set out in this document.

Signed: **Date:**

Print Name.....

Signed by Committee Member: **Date:**

Print Name.....





Community Men's Shed

Principles

The principles and benefits of an individual Men's Shed establishment are well documented throughout Australia and are becoming well understood and accepted. The Phillip Island RSL Sub-Branch Inc. will continue to focus on providing a place for regular social interaction, promoting mate ship and support, active participation in activities, making tangible things, learning new skills and creating new ideas, receiving information – especially about health and well-being and helping the veteran community.

The establishment of the Phillip Island RSL Community Men's Shed was based on the following principles

- a) **Health and well-being of all the participants.**
- b) **Activities of participants both physical and mental.**
- c) **Involvement with the veteran community and the general community.**
- d) **Sustainability of the Shed.**
- e) **Does not limit itself to men.**

A. Health and well-being of the members.

The physical, mental and emotional health of members is enhanced through a program such as this if the members are to live healthier, happier and longer lives.

Activities that deliver health and well-being outcomes.

A program to build the health and well-being of the members is an essential part of the Shed. This program can range from being alert to identifying members in need of help to formal activities that address particular health issues.

A number of Local, State and Federal agencies are able to contribute to the program which would be tailored to the needs of the member.

Apart from formal health problems, the Shed activities also contribute to health generally through addressing most of the principles of living longer. Of particular note are the opportunities for members to work together on activities (making things), to learn and develop new skills, to interact socially in a relaxing, low-stress environment. There is also a pride that is associated with being able to undertake effective work in the community.

The following can be used as a guide for delivering better health and welfare outcomes for members.

- 1) Provide information about health issues.
- 2) Recognize the benefits of well-being.
- 3) Recognize the importance of mental health and its consequences for all ages.
- 4) Recognize that more men are in transition.
- 5) Recognize the disadvantaged.
- 6) Span the generations.
- 7) Link social activity to health issues and well-being.
- 8) Link physical activity to health and well-being

Social networks are more reticent in discussing their health and well-being. The Shed is a mechanism that provides a network and support infrastructure for people of all ages.

The Relaxation Skills and Leisure the Shed can provide a place for: -

- 1) Regular social interaction.
- 2) Promoting friendship and support.
- 3) Active participation in activities.
- 4) Making tangible things.
- 5) Learning new skills and creating new ideas.
- 6) Receiving information, especially about health and well-being.
- 7) Helping the community.

B. Activities of participants both physical and mental.

The main groups of activities are: -

- 1) The Shed's core activities.
- 2) Activities that deliver health and well-being outcomes.
- 3) Community and social activities

These activities represent divisions of the enterprise as distinguished by their objectives and managed accordingly. Some activities may be commercial to generate revenue for the Shed; others will be involved in servicing members while others will involve service to the community.

The Shed's Core Activities:

The membership of the Shed is expected to broadly reflect the demographics of the veteran and general communities and is open to all classes of membership both male and female.

The programs should be designed to promote the good health and well-being of the participants.

The capacity of the Shed to provide relaxation and basic skill activities is linked to the availability of other healthy members to assist.

The Objectives:

- 1) To provide a venue for ongoing social interaction amongst members.
- 2) To develop a range of activities in which all members can participate.
- 3) To develop and run programs that will contribute to better health and well-being of the members.
- 4) To conduct a well-managed and well-operated Shed concept.
- 5) To build the sustainability of the Shed.
- 6) To undertake community development and support activities.

- **Activities that deliver health and well-being outcomes.**

A program of social activities will be used to develop teamwork and understanding among the members and also used where appropriate, to involve spouses, partners and children in the objectives of the Shed.

A key part of the social activities is to always provide a welcome to members and visitors, to have a tea/coffee pot ready and to have time for a chat. An informal and inclusive environment is essential to generate the feeling of belonging and comfort among members. The trust that emerges from these activities is a key element in the success of other programs to advance the health and well-being of the members and their families.

- **Community Activities.**

The Shed activities will also include the ongoing operation of the facility. Any commercial operations will be supported by members specialized in those activities. The general operation of the Shed will include regular hours of operation for members and visitors. There will be a responsibility for meeting and servicing visitors.

There will be a need to supply information to prospective clients about the Shed's movement in general and the specific operation of the Shed.

These activities will grow in importance, even to the extent that Local, State and Federal Government officials may visit the facility.

C. Involvement with the Veteran and General Communities.

The Phillip Island RSL Community Men's Shed, much like the AMSA Shed Program is a community organization that draws strength from the support of both the veteran and general communities. It is also in a situation where it can deliver services back to the community.

The nature of those activities may include:

- 1) The provision of goods made in the Shed (e.g. toys) to needy children.
- 2) The carrying out of minor works and repairs to property of needy people.
- 3) The participation of members in community activities and functions.

The Shed facilities can also be used in a range of activities to assist people in need and those with different abilities, rehabilitation and recovery. Programs may involve various elements of mentoring, training and activities in the Shed as appropriate. The scope of those activities is dependent on building the capacity of the members to be able to undertake these activities.

D. Sustainability of the Phillip Island RSL Community Men's Shed.

The PIRSL Shed provides a special opportunity in terms of sustainability. The combination of health and well-being outcomes with the production of tangible products and services provides the potential for sustainability to include self-funding of most of the Shed's programs.

A small commercial operation of the Shed could provide a surplus that helps to fund the other programs to support health and well-being programs and provide a degree of independence that in itself is a health benefit for the member.

The PIRSL Shed may be involved with other community Shed's throughout Australia in the development of what is necessary to build and sustain a Shed that can provide real benefits to its members.

E. Does not limit itself to men.

The membership of the Shed is open to members of the PIRSL.

The PIRSL Shed aims to attract members who have an interest in passing on skills or who wish to learn new skills.

The PIRSL Shed is designed to provide specific infrastructure and operating guidelines that underpin efficient operations and management.

From this perspective sustainability entails:

- 1) High quality management and programs.
- 2) Well-structured succession planning.
- 3) Maintenance of the target membership.
- 4) Achievement of health and well-being objectives.
- 5) An ongoing partnership/relationship programs.

PIRSL Men's Shed Committee.

The Shed Committee is appointed by the PIRSL Sub-Branch Committee & will be responsible for the Management of the Shed who will report monthly on the activities of the Shed to the Sub-Branch Committee.

Applying a Set of common Principles.

- The Shed Committee will be committed to ensuring the success of the Shed by applying a common set of basic principles.

The Common Principles maybe but are not restricted to:

- 1. Support.**
- 2. Partnership.**
- 3. Leadership.**
- 4. Research and Development.**
- 5. Communication.**
- 6. Growth.**

1. Guidance.

- The Shed Committee will guide members toward the necessity for a positive outcome.
- Sometimes, even with the best of intentions and enthusiasm, the Shed can miss vital elements that may later impede its success or even the sustainability of the Shed. The Shed Committee will highlight problem areas and put into place counteracting measures.
- There will be issues the Shed Committee will need to provide guidelines. Getting it right upfront will prevent frustration, disappointment and the re-working of people's efforts down the track.

2. Support.

- The Shed Committee will provide support, encouragement and direction to keep the Shed going.
- It is normal for all organizations, groups and teams to experience "growing pains". The three recognized stages of developments – Forming, Storming and Performing - are as relevant to a Shed as they are in a business or a social club.
- Many survive the storming = the clash of expectations and personalities and clash of wills. Others do not.
- Many select leaders with experience and drive to make them successful. Others do not.
- Many plan ahead to anticipate as many of the problems they will encounter as possible and prepare their solutions. Others do not.
- Many see the big picture and all the implications – health, political, economic social and technological. Others do not.
- Many have their financial security under control. Others do not.
- Many adjust quickly to opportunities or threats. Others do not.
- These and many other issues are where the Shed Committee can provide support in the Guidance stage. Planning, organizing, leading and developing are skills that the Shed leadership needs to acquire.

3. Partnership.

- The affiliation with other Men's Sheds may be beneficial to both parties. Our Shed needs to experience the sense of belonging so that it will have the confidence it needs, as experienced by other Sheds that have worked through similar problem situations and have appropriate resources and experiences worth sharing.
- Access to the PIRSL Community Men's Shed is beneficial for all members to freely permit the sharing of successes and obstacles in areas that are specifically relevant to their ideals, operations and community situation.
- The links that the PIRSL Community Men's Shed will facilitate include those with:

Community organizations – That will support the Shed's programs both philosophically and physically, perhaps with cash, perhaps with in-kind provisions and perhaps as outlets for the members' creative ideas;

Health services – The PIRSL Community Men's Shed Committee can assist in bridging the gaps between health service providers and the intended recipients of these services in the most cost-effective and sustainable way. The PIRSL Community Men's Shed will seek advice on the relevance of physical, mental and social health-care programs for members;

Member services – Include relevant publications to peruse, social activities in which to participate, web-sites to browse and may even extend to cost-effective purchases through the community broader network;

Sponsors - The PIRSL Community Men's Shed may look to attracting long-term sponsors not just one-off donations. Some sponsors may contribute out of a sense of social or corporate responsibility, other out of philanthropic desire; still others out of commitment to the Shed's ideals. The PIRSL Community Men's Shed may facilitate sponsorships that are beyond the normal circle of influence.

4. Leadership.

- It is important that the Shed's leaders are amenable to learning and implementing effective leadership skills to the Shed. The leaders must set the example in forward vision, drive and the embodiment of the Shed's values.
- The PIRSL Community Men's Shed Committee should have the experience to help the Shed with both individual and corporate development.
- When conditions change the most successful program may be the slowest to adapt. The leadership's enthusiasm and thinking must encourage the Shed to continue to fulfill its ideals.
- The PIRSL Community Men's Shed has the potential to be successful however if strong leadership isn't there the organization will flounder.

5. Research and Development.

- The PIRSL Community Men's Shed is where relevant issues are researched, documented and appropriate resources developed and stored.
- The aim of the PIRSL Community Men's Shed is to ensure that the members are provided with the information relevant to their many needs through the Shed's Committee.
- Research provided to the PIRSL Community Men' Shed by other community Sheds may be of use.

6. Communication.

- The other "big C" in people's lives! How often does the receiver clearly hear the message that the sender intended? It is only through the experience of both the sender and receiver that language, form, abbreviations, misunderstanding, ambiguities and the like are cleared away to reveal the true intent of a message.
- The PIRSL Community Men's Shed Committee should have experience in listening to members and to understand the environment and changing context of their needs.
- The dissemination of appropriate research, current topics and anecdotes from other Sheds is one way that PIRSL Community Men's Shed can add value.
- The PIRSL Community Men's Shed can also become an important link in the communication chain, putting the Shed in touch with other Sheds that may be able to assist in some way.

7. Growth.

- Men and Women continue to grow whatever their age and physical or mental condition. The PIRSL Shed can simply facilitate that growth, often resulting in the transfer of skills from one person to another. A person who can overcome isolation, loneliness and depression by participating in the Shed program. The PIRSL Shed will assist its members to facilitate growth in the most relevant areas, both in breadth and depth.
- The PIRSL Shed should continue to grow in number, skills transfer, services provided, support facilitated, community interaction output from physical activity, opportunities, etc. The PIRSL Shed will continue to work for growth of individuals and the Shed as a whole.
- The PIRSL Shed will also continue to focus on the spiraling influence of appropriate information to members, the community and the network and on the growing interaction between members and government agencies and their relevant programs.



Community Men's Shed

GRIEVANCE POLICY

It is your right to express your grievance

Please make it your responsibility to follow appropriate avenues in express your grievance.

This policy covers grievances between members and volunteers connected to the PIRSL Community Men's Shed.

Procedure:

Always try to approach the person with whom you have a grievance an tempt to talk it through with them

Discuss the grievance with the Shed Committee. Try to resolve the grievance in an informal and friendly manner. Try to have this discussion either in the Shed or another mutually agreed location.

If your grievance continues to be of a concern, a grievance Committee can be formed consisting another member of the Shed.

A grievance Committee can help by listening, mediating and assisting in resolving your grievance

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Community Men's Shed

Occupational Health & Safety Policy.

Obligations.

The PIRSL Community Men's Shed is firmly committed to a policy enabling all work activities to be carried out safely and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of all Shed members, authorized visitors and anyone else who may be affected by the operation of the Shed.

The P.I.R.S.L. Community Men's Shed is committed to ensuring compliance with the Workplace Health 7 safety regulations and applicable codes of practice and Australian Standards as far as possible.

Responsibilities.

Management:

The PIRSL. Community Men's Shed will provide and maintain as far as possible: -

- A safe working environment.
- Safe systems of work.
- Plant and substances in safe condition.
- Information, instruction, training and supervision that is reasonably necessary to ensure that each member is safe from injury & risks to health.
- a commitment to consult and cooperate with members in all matters relating to health and safety in the workplace.
- A commitment to continually improve our performance through effective safety management.

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Members:

Each member has an obligation to: -

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of their own health and safety and the health and safety of others.
- Wear personal protective equipment and clothing where necessary.
- Comply with direction given by management in relation to health and safety.
- Not misuse or interfere with anything provided in the interest of health and safety.
- Report all accidents and incidents immediately, no matter how trivial.
- Report all known or observed hazards.

Important Guidelines.

- Fire extinguishers are located in both Sheds. Please make yourself aware of their location.
- Appropriately labeled First Aid kits are located above the kitchen sink in the Woodworking Shed & at the entry door.
- A defibrillator is located at the entry door.
- In the event of an emergency please evacuate the Shed and meet in the designated evacuation area. Please make you self-aware of this area.
- Power equipment is only to be used by members who are competent in doing so. Power tools and machinery instruction manuals are available.
- If you are on medication which may affect your judgment in any way, you **CANNOT** use any machinery/equipment. A medical clearance may be required by your doctor.
- Ear protection/earplugs and eye protection must be worn at all times when using power tools or machinery.
- Dust masks must be worn when using sanding machines or if the environment becomes dusty.
- If you see anyone in danger of injury whilst using any equipment you must immediately turn off the equipment and advise the person in charge.
- Suitable clothing and footwear must be worn at all times. (Thongs or open toed shoes are **NOT** permitted)
- When lifting objects, keep your back straight and bend your knees at all times. Seek assistance if necessary.

- **NEVER** leave machines or equipment running unattended. Turn off power supply.
- Use machinery and tools for the purpose they are intended for. If in doubt ask the person in charge.
- All tools and equipment must be returned to their appropriate storage place on completion of the session. The Shed **MUST** be left clean and tidy at the end of the session. If you intend leave the Shed prior to the end of the session you must carry out the aforementioned and not leave it to your fellow Shed members.

ALWAYS be alert as OCCUPATIONAL, HEALTH AND SAFETY BEGINS WITH YOU.

I..... (Print Name) have read and understand this policy.

Sign Here:

