



## Copacabana Community Men's Shed

# CODE OF CONDUCT

### 1. Fees

- Pay your annual membership subscription promptly.
- Pay your attendance fee weekly or quarterly.

### 2. Helping

- Do your best to assist any member who asks for your help. If you cannot help, direct them to someone else who may be able to assist them.
- Ask other members for their assistance or input whenever you need it.
- Welcome new members and visitors who could become new members. Be friendly and tell them about Shed operations and requirements as appropriate.

### 3. Projects

- Bring your own projects, including your materials, to work on using Shed tools and consumables. Feel free to sell your products in small quantities, but consider donating a portion of the proceeds to Shed funds.
- If you have any ideas for raising Shed funds by making objects for sale, either in small or large quantities, share them with the Shed Management Committee.
- Participate in agreed Shed projects wherever you can assist.

### 4. Safety

- Be familiar with the Safety Manual and understand your responsibility to help manage safety requirements in the Shed.
- Wear appropriate clothing, including enclosed footwear. Put on personal protection equipment when necessary for safety reasons.
- Use only tools and equipment you have been authorised to use. Seek assistance before attempting to use any tools or machinery that you are not qualified to use.
- If you see a member putting safety at risk, let them know immediately. If necessary, bring the matter to the attention of a Shed Management Committee member.
- Likewise, if someone brings a safety matter to your attention, accept it in good grace and discuss the matter with them.

### 5. Cleanliness

- After you have finished a task or use of a piece of equipment, sweep the floor, return all tools to their proper place, and leave your workspace neat and clean.
- Participate in the general clean-up at the end of each working day.
- After using the kitchen, wash up any crockery or cutlery you have used, return them to their proper place and leave the area neat and clean.

### 6. Breakages

- If you break or damage any equipment, let a member of the Shed Management Committee know so that it can be repaired or replaced as soon as possible.

### 7. Personal health

- Let the Shed Management Committee know if your health condition changes in a way that might affect your work in the Shed.

### 8. Drugs

- Do not consume alcohol or illicit drugs or smoke in the Shed or its environs.