



Leichhardt Community Men's Shed

**Leichhardt Community
Men's Shed Inc**

HANDBOOK 2025

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GENERAL INFORMATION

Please note the following information regarding shed membership.

- **Membership is open to men aged 18 and above.**
- **Current annual membership fee: \$75.00**
- **Operating Hours: Tuesday & Wednesday
9.30am - 1.30pm.**
- **Other hours are available for community project work, shed maintenance and office duties.**
- **Two members must be present to operate machinery or power tools.**
- **All members must sign in and out each shed day.**
- **Tea and coffee are provided each workday at no charge.**

ACCESS & PARKING

- **The shed is located in building 703 in Callan Park, Balmain Road, Rozelle.**
- **There are several parking areas within walking distance. Our allocated area is off the main entrance to the old NSW Ambulance Centre on Balmain Road.**
- **Parking on any grass area is strictly prohibited.**



COUNCIL REQUIREMENTS

- **The Inner West Council imposes the following restrictions on all occupants of Callan Park.**
- **No music to be played.**
- **No TV or radios to be played.**
- **No impairment to the general public's use of Callan Park.**
- **Noise level outside to be no more than 5 decibels over ambient noise levels.**

SAFETY

- **All members need to be proficient on any machinery they wish to operate.**
- **Eye and ear protection MUST be worn in all areas where signs indicate these are required.**
- **Dust masks are recommended.**
- **Member should read the safety information associated with any machine before operating it.**
- **Loose clothing should be avoided as this may become caught in rotating machinery.**
- **Closed in shoes are mandatory (Steel capped boots are perfect).**
- **No thongs, sandals or other open shoes are permitted.**
- **Eye protection should be worn at all times.**

SAFETY PROTOCOLS

- **Always be aware of where other members are in the workshop.**
- **Do not squeeze past members operating machinery. (In 2025 exclusion zones will be marked around certain machinery. These must not be entered when the machinery is in operation).**
- **Inform all around you before starting loud machinery (earmuffs needed).**
- **Do not place electrical cords on the ground.**
- **Make sure you have the right tool for the job (If in doubt, ask).**
- **LCMS is installing a complete fine air filtration system. If the machine you are using is connected to this system, make sure it is running before using the machine.**
- **Do not operate any machinery or tools if affected by any drug or alcohol.**
- **Read the safety cards attached to each machine before operating it.**
- **No smoking or any other naked flames are permitted, except in specified areas for soldering and small blow torch work. (A hot work approval will be needed before starting: see the supervisor).**
- **LCMS is developing a new machinery induction routine. More on this in 2025.**

FIRE PRECAUTIONS

- **The shed has fully operational handheld fire extinguishers. There are two types, each specific for use on different types of fires. Take the time to check which extinguisher is to be used for the type of fire occurring.**
- **There is also a fire blanket located beside the first aid box in the kitchen area.**
- **There are two exits from the workshop:**
 - **One through the main entry door.**
 - **One through the smaller door next to the w/c.**
- **Access to these must be kept clear at all times. Also access to the small door via the door from the main work room and the door to the training room must be kept clear at all times.**
- **There are two maps showing fire emergency exits and a fire emergency plan displayed in the shed. Please read them.**
- **In case of fire call 000.**

SHED DAY SUPERVISORS

Tuesday: Chris Young

Wednesday: Tony Tucker

- **Please ask one of them if you need assistance at any time.**
- **Please note: the supervisor's role is to ensure members are carrying out correct/best practise when working and observing all safety precautions.**
- **The supervisor has ultimate responsibility and authority for safety in the workshop. Members must follow their instructions on safety related issues at all times.**
- **Any member's use of a piece of equipment may be restricted if the supervisor judges that they pose a hazard to themselves or any other member.**

FIRST AID

- **The shed is equipped with a complete first aid kit and a defibrillator.**
- **The defibrillator is automatic (voice activated once opened). Please take time to familiarise yourself with this essential piece of life saving equipment.**
- **NOTE: we have several shed members trained in first aid, BUT it may be one of them needing assistance.**
- **Also the shed has a severed finger kit comprising frozen blocks stored in the freezer and a green equipment box located in the kitchen.**
- **Please report all incidents to the day supervisor.**

GENERAL PRINCIPLES

- **A harmonious culture exists at LCMS; please keep it that way.**
- **Community projects always take priority over members' personal projects for access to shed facilities.**
- **Please do not let your personal projects interfere with the shed's community work by monopolising machinery.**
- **Personal projects for commercial purposes are not permitted.**
- **Storage of personal projects is not permitted. Please ensure you take these home with you each week.**
- **LCMS is working to secure a nearby storage area.**
- **At the end of each day the workshop must be left clean.**

USE OF TOOLS

- **If you use any tool ALWAYS PUT IT BACK where you found it.**
- **All members MUST CLEAN up their work area when finished (Please do not go home early and leave it for someone else).**

OTHER INFORMATION

- **LCMS is controlled by a management committee of 11 members that generally meets monthly. Members may nominate themselves or any other member for appointment to the committee at the AGM.**
- **LCMS is a registered charity**
- **LCMS undertakes all communication via email: info@lcmsi.com**
- **We have social outings from time to time.**
- **From time to time we have access to timber and plywood for projects. However, generally you will need to provide your own materials for any projects you wish to undertake.**
- **At the end of each workday the supervisor will:**
 - **Check that all windows are locked.**
 - **Check that the small entrance door is closed,**
 - **Check that the screen door slide bolt is in place.**
 - **Check that the wooden bars on the small entrance door are in place.**
 - **Check that all lights off.**
 - **Check that the water heater is turned off.**
 - **Check that all GPOs are turned off.**
 - **Check that the cordless drill charging facility is OFF.**
 - **Check that all taps are fully turned off.**
 - **Lock the front doors on exiting.**
- **The refrigerator is to be left ON at all times.**