

Poringland & District Men's Shed

Induction of New Members

Date of Induction.....

Full Name.....

- Has completed a Membership Form
- Has received a copy of Members Handbook

Has been made aware of the location of:-

<input type="radio"/> Sign in book	<input type="radio"/> First Aid Kit	<input type="radio"/> Kitchen Area
<input type="radio"/> Honesty box	<input type="radio"/> Accident Book	<input type="radio"/> Tea/Coffee
<input type="radio"/> Toilets	<input type="radio"/> Fire Extinguishers	<input type="radio"/> Parking
<input type="radio"/> Noticeboard	<input type="radio"/> Fire Exit	<input type="radio"/> Smoking area-outside
<input type="radio"/> Website Address	<input type="radio"/> Risk Assessments File	<input type="radio"/>
<input type="radio"/> Constitution	<input type="radio"/> PPE	<input type="radio"/>
<input type="radio"/> Emergency Phone	<input type="radio"/> H&S Notices	<input type="radio"/>

Has been made aware of the need to:-

- Observe Shed Rules, Procedures & Policies
- Respect decisions of the Responsible Person
- Wear appropriate footwear & clothing
- Wear PPE when using power tools
- Be accredited before using power tools
- Clean as you go
- Clean all workspaces & machines at end of session
- Report any safety issues to Responsible Person
- Report all accidents to Responsible Person
- Refrain from smoking on Shed property

Member's Signature..... Date.....

Inducted by Name.....Signature..... Date.....

November 2016

