

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

- 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 the end of session
- Report any safety issues to the Responsible Person
- Report all accidents to the Responsible Person
- Refrain from smoking on Shed property

Members Signature.....Date.....

Inducted by NAME.....Signature.....Date.....