

Inverurie & District Men's Shed Welcome Pack

Every new member should be given a copy of this Welcome Pack

Any questions arising should be addressed to a Supervisor.

Safety Briefing for New Members:

(Required by our insurers)

Safety is a **shared responsibility** and everyone needs to be alert for Safety Issues

- Identify the **fire exits**, and location of the **fire extinguishers** and **alarm boxes**. (there is a break glass (resettable)/push button unit at the Social Area front door. The sound is a continuous alarm.
- Locate the **First Aid cupboard**, **Eye wash station**, **Defibrillator** and **telephone**.

Be confident that you understand the role of the **Duty Supervisor**.

In the daily operation of the Shed there will at all times be a **Duty Supervisor** who is responsible for seeing that proper procedures are observed. His name will be prominently displayed on the white board in the Kitchen. The Duty Supervisor relies on the cooperation of the members to ensure the safe and efficient operation of the Shed.

- **In case of fire:**
 - Alert other Members
 - The Supervisor is in charge of evacuation. Help him where possible but-check with him first if you can assist
 - Exit the building closing doors and windows
 - **Only attack the fire if there is no personal danger**
 - Do not stop for personal belongings
 - Gather at the Assembly Point – (in front of Leisureland's roller-door)
 - The Supervisor will take attendance and give further advice.
 - To take attendance, the Supervisor uses the Sign-In Sheet from the Cabin. We cannot stress enough the need to sign in and out on each visit. **Please print your name as clearly as you can.**

**Smoking or the consumption of alcohol is not permitted within
Shed premises**

All new members must be taken through the Induction Process

You must be assessed by, and get official approval from, the Duty Supervisor or a Trainer for the equipment you wish to use and be *signed-off* in the Register.

- Locate the **Personal Protective Equipment (PPE)** – gloves, eye shields, hearing protectors, Respiratory Protection Equipment (RPE)
- Ensure that you are wearing the correct PPE and/or RPE for the type of work being undertaken
- Only use **Hazardous Fluids** for which you have been **briefed and approved** to use
- Only use tools for which you have been **briefed and approved** to use
- **Examine tools** before use to ensure they are fit for purpose and in good condition and report anything unusual
- the Duty Supervisor should be consulted by users before making any **major adjustments to fixed machinery**
- Note the location and operation of the emergency stops.

If in doubt ASK!

Workshop outline guide

Safety Guidelines for Hand Tools

We realise that most of us are “old hands” around these familiar tools, but take a few minutes to read over this common sense advice.

- Wear the correct PPE and/or RPE for the job.
- Use tools that are fit for purpose and in good condition for your job.
- Follow the correct procedure for using EVERY tool.
- DON'T work with OILY or GREASY hands.
- Handle SHARP-EDGED and POINTED TOOLS with care.
- Always carry pointed and sharp tools by your side with the points DOWN and don't put them in your pocket
- SECURE all small work & short work with a vice or clamp.
- BE SURE punches & chisels are in good condition. (Mushroomed heads can chip & cause injuries)
- DON'T use a file without a HANDLE.
- DON'T pry or hammer with a FILE. It may shatter.
- DON'T use screwdrivers as chisels or pry bars.
- DON'T try to increase your leverage by using a “cheater” with a wrench. Wrenches are designed at the right strength for their size and length.
- AFTER USING A TOOL — **clean it and return it to its proper storage place.**
- If anything breaks or malfunctions — report it to the Duty Supervisor AT ONCE.
- NEVER place tools where they hang over the edge of a bench.
- Store tools and materials vertically, with the points down.
- Cut away from yourself when using chisels and other sharp edged tools.

Only those who have passed a **TOOL SHARPENING COURSE for the power grinder** are authorised to sharpen tools in this manner.

Safety Guidelines for Power Hand tools

Rule Number ONE: **If in doubt ASK.** We're all here to help each other.

- Use the power tools and accessories only on jobs for which they were designed
- Secure and support the work piece. Use clamps to hold the work and a stable work surface
- Do not touch the drill bit, blade, cutter or the work piece immediately after operation; they may be hot and burn you.
- If a method of dust collection is available with the power tool, it should be used to reduce the risk of dust-related hazards.
- Be sure the tool is clean **before and after** you use it. Then **return it** to its proper storage place.

Cordless Drills and Screwdrivers

These are the most popular tools in the Shed so be sure to return them to their storage place for the next user. Check the settings for use as a **drill** or **screwdriver**. Check to see if the rotation direction is to screw or unscrew. Be sure to select the correct bit for size and shape, Pozidrive or Phillips. Tighten properly. If the bit is skipping, bouncing or noisy, check with one of the experienced men who will be able to give you tips on using it, also check whether the bit is worn. Recharge the battery after prolonged use.

Portable Corded Drills – General comments

A chuck key should be attached to the cord of each drill. Be sure the drill bit is straight and tight. There are drill bits for wood, metal and masonry. Know the difference. Be sure the piece you are working on is steady and secured. Do not drill through into a workbench. Do not push too hard. Bits break. Avoid overheating the drill bit.

Jigsaws

With the appropriate blade, a jigsaw can cut plastics, laminates and other hard-to-cut materials, as well as various wood types, ranging in thickness up to 2 inches. The more teeth per inch on the blade, the finer the cut will be. Your work should be securely fixed to a bench or vice. If a blade breaks or bends, or if teeth are snapped off, insert a new blade. Always unplug an electric jigsaw or remove the batteries from a cordless jigsaw before making any adjustments. Always wear protective glasses. The blade cuts on the way up so dust will come up at you.

When cutting MDF use a dust mask to prevent inhaling dangerous fibres.

Orbital Sanders

Dust is an important concern when using one of these hand held sanders. You should use a dust collection bag attached to the machine or, better, attach a vacuum to it. We have a large selection of sandpaper types. The holes in the sandpaper are for collecting dust from the sanding surface. There are plastic templates for cutting holes in un-perforated sandpaper sheets.

Hand held Belt Sanders

Using a belt sander can be one of the quickest ways of finishing a job. However, the belt moves at high speed. Without using safety precautions a power sander can be a dangerous tool to work with.

Important safety tips

- Never change the sandpaper while the sander is plugged in. Disconnect the electricity from the tool before making any changes.
- Switch on before lowering the sander to the work surface **and use both hands**.
- When you are finished working, remove the sander from the wood and power down the tool.
- Wear eye protection or face shield. Consider using a dust mask. Belt sanders can kick up a lot of dust that is harmful. Ear protection is also recommended.
- Be sure the sander has its proper dust bag attached. For big jobs an extractor can be attached to it.
- Do not wear loose clothing that could get caught in the belt. Do not wear gloves.
- Before sanding check your material for protruding metal objects i.e. staples, nails and screws. They can damage the sander and possibly jerk the sander out of your hands.
- Spare belts are available. If you change the belt be sure to have it checked by an experienced member.

Special Individual Training is MANDATORY for the following Tools

Hand Router

Reciprocating Saw

Electric Hand Planer

Portable Circular Saw

and all fixed machine tools

Frequently asked Questions

Are there really no charges for members of the Shed?

That's correct.

We do however, expect contributions for teas, coffee, biscuits etc. and for power and tools used by members.

Can anyone use the workshop?

Not every member wants to use the workshop but for those who do there are safety checks for the tools and equipment. Competence, either through experience or training, needs to be demonstrated to the Duty Supervisor before using the tools. Each workshop user has a personal checklist for the tools they can use. This is a requirement of our insurance and is necessary to ensure everyone's safety. There are occasional training sessions for members to expand their skills.

What projects or activities can I get involved in?

There is a range of ongoing projects and activities including the refurbishment of garden furniture, various pieces of equipment and tools. In addition we are occasionally asked by local schools and organisations to make benches, planters, playground and classroom equipment, etc... You can get involved in any of these or you can initiate your own project.

Who's in charge day to day?

Whenever the Shed is open there is a Duty Supervisor. His name is posted in the kitchen. If you have any questions or concerns, ask him.

Who does the cleaning in the Shed?

We are all responsible for the general cleanliness and tidying up.

The members voluntarily clean up, vacuum and keep the place tidy. In the workshop it is especially important to put the tools away and leave the benches clear for the next day. The basic idea is that each member helps out as much as he can in his own way. And it works!

How is the Shed legally organised and run?

Inverurie & District Men's Shed (IDMS) is a legally incorporated Scottish charity (SCIO) run by a Board of Trustees chosen from and elected by the members at the AGM. Our annual report to the charity regulator and audited accounts are available to the members.

What is the relationship between the Shed and Aberdeenshire Council?

The Shed is independent of the Council and run by the members who use it. The Council supports the Shed concept and encouraged us when we were setting up. The building is leased from the Council at a nominal rent.

Can we use the laptop computer and printer?

Yes. If you need to use the printer for personal work you can put in a proportional donation into the Honesty Box.

Feel free to bring in your own laptop, free Wi-Fi is also available.