Hervey Bay Women's Shed
APPLICATION FOR MEMBERSHIP

1. PERSONAL DETAILS:

Full Name: …….. ……Name (for name badge): ……..

Address: .....Postcode: ……..

Phone: …….....Mobile: .....

Email: .....Date Of Birth: ……./……./.…

2. EMERGENCY CONTACT:

Name…….Relationship: .....

Address: …… Postcode: .....

Phone: Work:……..Home: ……Mobile: .....

3. MEDICAL:

Do you have any Medical Conditions that may impact your time at the Shed:

……..……
……..……

Blood Group (if known) …….. Allergies:……

Any Other information that may be of assistance in an emergency:
……..……
……

I understand that before I can use any tools from the HBWS I will need to attend Basic Induction and/or High-Risk Tools Induction. I have read the HBWS Declarations & Conditions of Membership overleaf and will adhere to the Rules. All I have information provided is true and correct.

Signed: ……. Date: …….

OFFICE USE ONLY

Date Application Received: ..…../……/…... Date Membership paid: ..…../……/…... Amount Paid: $.....

Membership: Full Year: $50.00 (Incl. $31 insurance) Renewal of membership date: …….

Receipt No: …….. Allocated Member No._____ Signature of Treasurer: .....……..

Committee Approval Date: ……../…… /……. Added to Membership Register: Y / N Welcome Pack Sent: Y / N

Date of Basic Induction: ..…../……/…... Date of High Risk Tool Induction: ..…../……/…...

Hervey Bay Women's Shed MEMBERSHIP DECLARATION

1. "HBWS", for the purposes of this membership application and declaration, means the Hervey Bay Women's Shed Association.

2. If accepted, I will be a member of the HBWS for the period of 12 months to which the attached Application relates.

3. This document cannot be amended. If I do amend it my application will be null and void and it cannot be accepted by the HBWS.

4. Insurance is in place that provides limited cover to me whilst I am performing or participating in any authorised or recognised HBWS activity. (For insurance details contact the HBWS.) I can, in my own interests, seek and obtain personal insurance over and above the cover provided by the JMS.

5. The HBWS Membership/Volunteer Application is a contract between me and the HBWS. I will be bound by it and any rules made under it. It is necessary and reasonable for promoting the HBWS. For the avoidance of doubt, I acknowledge and agree to comply with these Rules.

6. Warning: Some activities conducted by the HBWS may be inherently dangerous. Serious accidents can happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept and assume the inherent risks in participating in those activities.

7. Exclusion of Liability: Except where provided or required by law and such cannot be excluded, I agree that it is a term of my membership (if accepted) that the HBWS is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my membership and/or participation in any JMS activity. I acknowledge that the services and benefits I receive under my membership are "recreational services" as defined under the Trade Practices Act 1974. Where I am a consumer, as defined by any relevant law, certain terms and rights may be implied into a contract for the supply of goods or services for my benefit. I acknowledge that these terms and rights, and any liability of the JMS flowing from them, are expressly excluded, restricted or modified by these membership terms and conditions.

8. Release and Indemnity: In consideration of the HBWS accepting my application for membership I:

(a) release and forever discharge the HBWS from all Claims that I may have or may have had but for this release arising from or in connection with my membership and/or participation in any HBWS activity; and

(b) Indemnify and hold harmless the HBWS to the extent permitted by law in respect of any Claim by any person including but not only another Member of the HBWS arising as a result of or in connection with my membership and/or participation in any HBWS activity. In this clause 8 "Claims" means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim In respect of any action, suit, etc made by any person entitled to make a claim under a relevant JMS insurance policy or under the HBWS Rules of Association.

CONDITIONS

1 Fitness to Participate: I declare that I am and must continue to be medically, mentally and physically fit and able to participate in any HBWS activity within my range of abilities. I am not and must not be a danger to myself or to the health and safety of others or disruptive to the enjoyment of and participation in JMS activities by other members. I will immediately notify the HBWS in writing of any change to my fitness and ability to participate. I understand and accept that the HBWS will continue to rely upon this declaration as evidence of my fitness and ability to participate. I acknowledge that if I have or have had any medical condition or disability (e.g. physical, intellectual, psychiatric or behavioural) that may affect my efficiency as a Member, my safety and/or the safety of the others and I acknowledge that the JMS may in its reasonable discretion require me to provide a Medical Review Form completed by a medical practitioner even if I have declared that I do not have or have not had a medical condition or disability.

2 Supervision and/or Care: I understand that the HBWS does not provide and is not responsible for individual supervision of and/or care for its members beyond its duty of care responsibilities required by the law. I acknowledge and agree that if I require personal supervision and/or care to enable me to participate in HBWS activities then I will be responsible for arranging such supervision and/or care by a suitably qualified and experienced carer under whose supervision and care I will remain at all times whilst at the HBWS. I further acknowledge and declare that in these circumstances my personal

carer will at all times be responsible for my safety and behaviour to the extent that my safety and behaviour are my responsibility and that my carer fully understands and accepts that responsibility.

3 Medical Treatment: I consent to receive any medical treatment that the HBWS considers necessary or desirable during a HBWS activity. I also agree to reimburse the HBWS for any costs or expenses incurred in providing me with medical treatment.

4 Privacy: I understand that the information I have provided overleaf is necessary for the objectives of the HBWS. I acknowledge and agree that the information will remain confidential to the HBWS Committee and will only be used for the objectives of the HBWS and to provide me with membership services. I understand that I will be able to access my information through the Secretary of the HBWS. If the required information is not provided my membership application may be rejected.

5 Alcohol and Drugs: I understand that there is a zero tolerance to being under the influence of or consumption of alcohol and/or drugs, this is not allowed at the HBWS premises.

6 Rules and Procedures: I have read the following Summary of HBWS Rules and Procedures and acknowledge that I will comply with those Rules and Procedures.

SUMMARY OF HERVEY BAY WOMENS SHED RULES & PROCEDURES

The following is a brief summary of things you must know and understand to gain maximum benefit from the HBWS. We hope you enjoy the HBWS and we welcome your input and ideas for improvement.

Administrative Matters:

1) The HBWS is an incorporated Association bound by the Acts Incorporations Act and Regulations (1987).

2) The HBWS has a Committee consisting of a President, Treasurer, Secretary, and several non-executive committee members.

3) All decisions and representations related to the running of the HBWS MUST be approved by the HBWS Committee.

4) No person should seek or accept gifts or donations or make statements (oral or written) on behalf of the HBWS unless that person is a member of the Executive Committee or has received prior approval from the HBWS Executive.

5) Protocols and procedures exist for all administrative matters and must be adhered to in the interest of professionalism.

Conduct of Shedders whilst on the Shed premises or participating in JMS activities

6) All Shedders are expected to abide by reasonable standards of conduct and not act in a way that could bring discredit to the Shed. In particular, you must NOT: smoke, drink alcohol, take illicit drugs, act inappropriately, bully or show disrespect to others.

Emergency Procedures

7) Contingency plans are outlined within The Neighbourhood Hive building for such things as fire, bomb threat, chemical spills, gas leaks and dangerous intruders. Evacuation routes are posted on wall throughout the building. You are expected to familiarise yourself with emergency procedures and comply with the directions of the Supervisor on Duty.

Housekeeping

8) Shedders are expected to assist in maintaining the Shed in a safe, clean and tidy condition, to wash cups and other utensils, empty rubbish and keep appliances such as ‘fridges, microwaves, etc. clean.

Personal Projects

9) Shedders may work on personal projects but prior permission must be obtained from the Shed Supervisor or committee to ensure such projects do not disrupt others or the Shed’s operation.

10) Shedders may be expected to supply their own materials for personal projects. Where HBWS materials are used, these may need to be replenished or paid for by paying costs or a fee and obtaining a receipt from the Treasurer or Supervisor.

Safety and Security

11) All Members and visitors to the women Sheds workshops must adhere to the HBWS safety policys and procedures. Grievance procedures exist under the HBWS Constitution - if you don't agree with a decision you should discuss your concerns with a HBWS Committee member.

12) Appropriate clothing and footwear must be worn in the Shed; this includes close-in shoes (with steel toe caps if you have them) and no loose clothing that might get caught in machinery.

13) Appropriate safety equipment must be worn for the particular task being undertaken. Stop and assess what you need before commencing work (e.g. eye protection, ear muffs, welding helmet, gloves, facemask, apron, etc.).

14) Before using dangerous equipment you must have passed the HBWS Basic Induction Process and any other training required by the HBWS.

15) To have access to and use the workshop areas and equipment, every Shedder must be a financial member and have undergone the HBWS Basic Induction Process as a minimum requirement.

16) Name badges MUST be worn at all times when in the Shed.

17) On entering the Shed, Shedders and visitors must sign the Sign in/Sign Out Register and sign out when leaving. This is essential for your security and safety.

18) On finishing work, clean and put away tools, turn off machinery, remove rubbish and debris and sweep up. Do not leave materials or unfinished projects to clutter up the work area.

Please take time to browse through the full list of protocols and procedures. This document is entitled Policy and Procedures Manual for the Hervey Bay Women's Shed (Inc.)"