# Men's Shed New Member Induction Checklist

Induction Conducted By: Committee Member / Membership Officer

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| --- | --- |
| Member Name: |  |
| Date: |  |

## Induction Steps:

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| Step | Details |
| 1 | Overview of the Men's Shed- History, operations, activities, and purpose.- [ ] Completed |
| 2 | Orientation of Men's Shed Facilities- Tour of facilities.- [ ] Completed |
| 3 | Location of Safety Essentials- First Aid Kit.- Fire Extinguishers.- Fire Exits and Muster Points.- [ ] Completed |
| 4 | Code of Conduct- Explanation of expected behaviours and guidelines.- [ ] Completed |
| 5 | New Members Information Pack- Distribution and explanation of contents.- [ ] Completed |
| 6 | Health & Safety Manual- Provided and reviewed.- [ ] Completed |
| 7 | Tools and Equipment Skills Audit- Assessment of new member's skills and training needs.- [ ] Completed |
| 8 | Working with Children & Vulnerable People- Policies and procedures overview.- [ ] Completed |

## Signatures:

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| Member Signature: |  |
| Committee Member / Membership Officer Signature: |  |

Australian Men's Shed Association Resource - January 2025