# 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