



## Auckland Central Community Shed Rules

All individuals attending the Auckland Central Community Shed are required to maintain current financial membership status. Membership subscriptions are renewed annually, and only financial members are permitted to access equipment and facilities.

Members must complete full induction and be issued with a valid name badge, which must be worn at all times while on the premises. Use of plant and equipment requires successful completion and sign-off of modules 1 through 4, at a minimum. For operation of wood lathes and equipment in the Engineering or Welding workshop, specific module approval is also necessary.

Members who have not completed the basic modules may participate in workshops provided they have finished module 1: Induction to the Shed. Such members are restricted to using hand tools only. An orange membership card will be issued, indicating paid status but incomplete training (modules 2 to 4). If powered equipment is required, it may only be operated under the direct supervision of a Manager or Duty Manager for one-time use.

### Rules

All members must complete and sign off on induction module 1 with an instructor prior to accessing the shed.

#### General Site Rules:

1. Members must sign in upon arrival and sign out when leaving the facility.
2. A minimum of two members, including a Duty Manager, must be present during operating hours.
3. Machinery and equipment may only be used by competent, trained, and financial members.
4. Any incidents or damage must be reported immediately to the Duty Manager or supervisor and recorded in the incident register.
5. Appropriate PPE—including enclosed footwear and safety glasses—must be worn at all times; ear protection is required when noise levels exceed 75 decibels. Dust masks are available as needed.
6. Members are solely responsible for personal materials or items left on site.
7. Name badges must be worn at all times inside the Shed.
8. Smoking is strictly prohibited within the building.
9. Welding and hot work must be ceased and allowed to cool down at least 30 minutes prior to vacating and securing the building.
  
10. All areas, including equipment and plant, must be swept and cleaned after each use.
11. Hand tools must be returned to designated locations, clean and ready for use.
  
12. Members undertaking personal projects must notify relevant Managers or Duty Managers of their intended area of activity.
  
13. All machinery and equipment must be restored to standard setup settings before being stored.
  
14. The three strikes policy applies to all activities within the Shed.