



RCMS Policy

Workshop Projects

Revised 8 November 2020 by the RCMS Management Committee

A PROJECT

Any work undertaken in any of our Workshops or immediate surrounds by members of the Shed is considered to be a Project. As with any project, we must set boundaries so that projects are completed within a defined time and that the project meets specific goals.

PROJECT TYPES

There are two types of projects that we undertake

1. Personal Projects

These may take many forms including furniture repairs or restoration, manufacturing a small item as a "one off", repairs to a household item (non-electrical only), etc.

Some projects will involve more than one person, e.g., building a model ship.

2. Shed Projects

These are generally Community Projects, something that is undertaken as a joint project by a team from the Shed that produces some benefit to the community.

Examples may include making toys for a group of disadvantaged children, repairs to items from a community centre or facility, or constructing or repairing items on behalf of another community organization.

Also, in this category is producing items (or services) that can be sold with the revenue returned to the Men's Shed.

Some projects may be to the Shed itself, such as building storage units in the Workshop, installing or repairing Workshop equipment, building alterations, etc.

At no time should the equipment, tools or facilities in the Workshop be used for Commercial gain.

This includes undertaking a project on behalf of another person or group where there is some commercial gain (or profit) to be made from the project.

GUIDELINES FOR PERSONAL PROJECTS

Before any tool, machine or electronic device is brought into the Shed, prior approval must be obtained as per the Policy - Use Of Personal Equipment.

All personal projects must be self-funded. The member undertaking the project must supply all of the goods used in the projects. This also extends to consumables such as paint.

If the project affects the availability of or access to any machine or facility in the Workshop or anywhere else in the Shed, the Workshop Manager must be advised.

Any personal project that is undertaken within the Workshop must not pose a threat to the personal safety and security of another person.

The Workshop facilities must not be used to manufacture, modify or repair any type of weapon.

While it is not necessary to get approval for a personal project, the Workshop Manager or Supervisor must be advised of the Project and any consequences of undertaking the Project. This particularly applies to the use of paints and solvents and any fixing system or glue that produces objectionable or dangerous vapors.

Projects should only be left in the Workshop after discussing the availability of a suitable space with a Supervisor.

GUIDELINES FOR SHED PROJECTS

Shed projects should only be undertaken with prior approval of the Workshop Manager. This particularly applies to projects that are aimed at making changes to any part of the building or altering the functionality of any piece of equipment.

Before undertaking a Shed project, it should be fully costed, including any changes to our revenue or expenditure as a result of the project. These details must be submitted to the Treasurer for approval before commencing the project.

If the project affects the availability of or access to any machine or facility in the Workshop or anywhere else in the Shed, the management committee must be advised.

It is YOUR responsibility to assist us to maintain a safe and secure environment in all of our Workshop Areas. You can help by reporting anything that you see is unsafe or a hazard, or a workshop practice that is a threat to the safety of members.