

The Woodwork and Craft Club Inc.

ABN 63989281815 PO Box 568 Currumbin Qld 4223

Secretary Email secretary@TWCC.org.au

Workshop located at REAR of St. Augustine's Parish Primary School

106 Galleon Way,
Currumbin Waters, 4223

The club holds Public Liability Insurance for a sum insured of \$20,000,000.

Application for Membership and Induction Checklist

Membership requires Acknowledgement that:

- 1. A condition of our lease within the the school grounds requires that all members have a current 'Blue Card' issued by the Queensland Government.*
- 2. The shed and its equipment must not be used by members to manufacture or repair articles for individual financial gain.*

Full Name.....Date of Birth.....

Address.....

Contact Number.....Email.....

Emergency Contact.....Relationship.....

Contact's phone no.....

I, the above named, hereby apply for membership of the Woodwork and Craft Club Inc. I agree to abide by the Club's Rules, to follow all instructions and rules laid down by the Club, and to take all reasonable care and precautions when operating any machinery or equipment, or performing any duties for the Club

.. I agree to apply for my 'Blue Card' online (or)

.. I advise I have a current 'Blue Card' No.....Expiry Date.....

(tick which ever is applicable)

Signature of Applicant..... Date.....

Nominated by..... Signature.....

Seconded by..... Signature.....

(both must be club members and one must take responsibility for members induction)

Induction (with check list over page) verified as completed on.....

Explain the Shed structure and purpose:

- ☐ the school training program for which the shed was established
- ☐ Annual membership fee to be paid on joining
- ☐ payment of daily fees when using shed equipment for private purposes
- ☐ payment for using shed timber for private purposes
- ☐ the type of other work allowed to be done in shed
- ☐ shed opening times - tea and lunch times
- ☐ the safe and competent assessment system for use of plant and equipment
 - ☐ initially until assessed as competent, new members are restricted to use only hand tools.
 - ☐ upon initial instruction supervision required to work equipment for a job
 - ☐ once assessed as competent can operate equipment for a job

Introduce our key people and their roles:

- ☐ shed captain
- ☐ plant and equipment assessors
- ☐ secretary and treasurer
- ☐ school project co-ordinator

Explain our policies and procedures on:

- ☐ Non smoking policy
- ☐ Members rules of behaviour
- ☐ Wearing of Blue card requirement

Show the shed facilities:

- ☐ car parking
- ☐ kitchen facilities and lunch table
- ☐ wash and toilet facilities
- ☐ work areas, tools, machinery & equipment

Explain our workplace health and safety training and assessment roles and responsibilities:

- ☐ Workshop machines have nominated members who can provide:

- ☐ instructions on safe machine use and special features of each machine,
- ☐ assessment of capability to safely use machine,

- ☐ Incident /accident reporting procedures, including where to find reporting forms
- ☐ reporting of faulty equipment

Show your workplace health and safety environment:

- ☐ emergency procedures for fires, bomb threats, floods, etc.
- ☐ fire extinguishers, exits, evacuation assembly area
- ☐ first aid facilities such as the kit
- ☐ safe use and storage of personal protective equipment
- ☐ need for safe clothing and footwear

Explain our security:

- ☐ cash
- ☐ members are responsible for their personal belongings
- ☐ procedures for closing the shed
- ☐ contact details for emergency use

Comments/follow-up action

Induction acknowledgement

Conducted by

Signature

Date

New Members'
signature

Date