MERRI COMMUNITY SHED

Principles of Use

Version: July 2026

A safe, respectful and shared space for making, learning and connection.

Our shared promise

BE SAFE | BE RESPECTFUL | SHARE THE SPACE | LEARN TOGETHER | SPEAK UP

Purpose and scope

These principles describe how everyone is expected to use and participate in Merri Community Shed (MerriCS). They apply to members, volunteers, Session Leaders, Committee members, program participants, visitors, guests, contractors and people attending MerriCS events.

They sit alongside the MerriCS Induction Handbook, machine-specific inductions, safety procedures, event briefings, the Constitution and other approved policies. Where a safety instruction or approved policy is more specific, that instruction or policy takes priority.

Quick reference

Before you start	Before you leave
•Sign in and check in with the Session Leader. •Use only equipment for which you are inducted and authorised. •Check guards, extraction, workspace and required PPE. •Ask before starting whenever you are unsure.	•Power down and clean every machine and bench you used. •Return tools, charge batteries and deal with waste and extraction as directed. •Label and store projects correctly; keep all access ways clear. •Report faults, hazards, incidents and near misses before leaving.

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The principles

01

Put safety first

Follow inductions, signs, procedures and reasonable directions from a Session Leader or Committee member. Stop work when something appears unsafe. Never bypass guards, dust extraction, PPE or other safety controls. Do not use tools when tired, unwell, impaired or affected by alcohol or other drugs.

02

Use tools only when authorised

Complete the required site and machine-specific induction before use, and stay within the tasks for which you have been assessed as competent. Ask for help whenever you are uncertain. Do not teach, supervise or alter equipment unless you have been authorised to do so. Report faults immediately and leave unsafe equipment out of service.

03

Respect every person

Treat people with courtesy, patience and kindness. MerriCS does not accept bullying, harassment, discrimination, threats, intimidation, humiliation or unwelcome sexualised conduct. Respect each person's name, identity, privacy, personal space and boundaries. Consent matters, and a request to stop must be respected.

04

Keep conversation welcoming

Friendly, constructive conversation is encouraged. Do not campaign, recruit, proselytise or pressure others about politics, religion, identity or personal beliefs. Be aware of the effect of a conversation on people nearby, avoid inflammatory or demeaning language, and change the subject when asked so the Shed remains neutral and inclusive.

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The principles (continued)

05

Share the space and resources

Clean every machine and work area after use, unless the next user or a Leader directs otherwise. Return tools, charge batteries and deal with filters, vacuums, dust extraction and waste as directed. Keep exits, walkways and access areas clear, use shared consumables fairly and leave the Shed ready for the next person.

06

Protect projects and property

Label projects, components and stored materials with your name, date and contact details. Do not move, use, alter or dispose of another person's work or materials without permission. Store projects and glue-ups only in approved places and for the agreed period. Report damage, missing tools or accidental breakage promptly.

07

Look after one another

Offer assistance without taking over, and never pressure someone to work beyond their ability, confidence or comfort. Ask for help with lifting and other manual tasks. Respect privacy in shared facilities. Obtain consent before taking or publishing photos, video, audio or personal information about another person.

08

Report hazards, incidents and concerns

Make the immediate area safe, provide or seek first aid and call 000 when required. Tell a Session Leader or Committee member about hazards, damage, injuries, near misses and unsafe behaviour as soon as possible, and complete any required report. Concerns raised in good faith will be taken seriously; retaliation is not acceptable.

The principles (continued)

09

Support a volunteer-run community

Sign in, follow the Session Leader's arrangements and take part in setup, pack-down and cleaning where you can. Be patient when volunteers are busy, respect bookings and session limits, and provide feedback constructively. For markets, programs and special events, follow the relevant briefing and the directions of the nominated coordinator.

10

Represent MerriCS responsibly

Do not claim to speak for MerriCS, use its name or branding, make commitments, spend money, arrange works or publish official information unless authorised. Protect member and organisational information. Apply the same standards of safety, respect and conduct when participating in off-site activities, online groups and public events connected with MerriCS.

When a principle is not followed

A Session Leader or Committee member may take immediate action to protect people, equipment and the Shed. This may include pausing work, isolating equipment, requiring retraining, restricting access to an area or asking a person to leave a session.

Serious or repeated concerns may be referred to the Committee of Management. Any further response should be proportionate, documented and handled under the MerriCS Constitution and applicable policies, with the person given an appropriate opportunity to respond.

Speaking up and emergency action

For an immediate emergency, call 000 and follow the site emergency procedure. The emergency muster point is the front grass verge near the main gate. Raise other concerns with a Session Leader or Committee member, or email contact@merrics.org.au. Hazards and near misses should be reported even when nobody is injured.

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Acknowledgement

I have read and understood the MerriCS Principles of Use 2026. I agree to follow these principles, all safety and induction requirements, and reasonable directions while participating at MerriCS. I understand that some areas and machines require separate training and sign-off before use.

This acknowledgement does not replace any machine-specific induction, competency record or event briefing.

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