



AMSA Member Resources Library May 2020 V7

Manuals, Policies, Procedures, Templates, External Publications, Information Sheets, Templates, Plan of Management, Research, Sample Documents

The AMSA website, www.mensshed.org has a wide range of resources that members are encouraged to utilize. You can download and, if required, modify to suit your Men's Shed requirements.

How to access the Resources

Log-on to the Members Section – then click on the ***Shed Resources*** icon

The screenshot shows the AMSA website interface. On the left, there is a 'WELCOME TO THE WEBSITE' section with introductory text. In the center, there is a 'MEMBER LOGIN' form with fields for 'Username' and 'Password', and buttons for 'LOCAL', 'Forgot Password!', and 'REGISTER TODAY'. On the right, there is a vertical menu of resource categories: 'GRANTS & FUNDING', 'SHED RESOURCES', 'SHED INSURANCE', 'MEN'S HEALTH', and 'HOW TO START/RUN A MEN'S SHED'. Two red arrows point from the text above to the 'MEMBER LOGIN' form and the 'SHED RESOURCES' icon. Below the screenshot, a list of resources is displayed, each with a folder icon:

- AMSA Publications
- External Publications and Resources
- Grant Information
- Health
- Incorporation
- Indigenous Men's Health
- Information Sheets
- Job Active
- Legal
- Manuals
- Men's Shed Health and Safety
- Men's Shed Research
- Plan of Management
- Policies Procedures
- Resources from Other Men's Sheds
- Sample Documents
- Shed Projects
- Templates

AMSA PUBLICATIONS	
	<p>Top 10 Tips for becoming a Great Shed</p> <p>Effective Communication</p> <p>Is your Management Committee managing the Shed?</p> <p>Potential Threats to the Future of Men's Sheds</p> <p>AMSA-Constitution-as-adopted-20-December-2017</p> <p>Explanatory Memorandum 2016</p> <p>AMSA Membership By-Laws December 2017</p> <p>AMSA Membership By Laws Code of Conduct 2017</p> <p>AMSA-Board and Employee Code of Conduct</p> <p>AMSA Code of Conduct August 2017</p> <p>AMSA Complaints Policy V3 Oct 2014</p> <p>AMSA Complaints Form 2016</p> <p>The AMSA Group Insurance Programme</p> <p>AMSA Policy Statement Working with Children January 2020</p> <p>AMSA Policy Statement Working with People with a Disability December 2019</p>
EXTERNAL PUBLICATIONS & RESOURCES	
ACNC	<p>https://www.acnc.gov.au/tools/browse-topic#atoz</p> <p>Governance Standards Guidance</p> <p>Corporate partnerships and charities 2017 new</p>
Australian Taxation Office Publications for Not for Profits	<p>https://www.ato.gov.au/Non-profit/</p> <p>ATO Fundraising Guide</p> <p>ATO Tax Basics for Non Profit Organisations</p> <p>ATO Self Governance checklist for not-for-profit organisations new</p> <p>ATO Supporting not-for-profits 2017 new</p>
COVID 19	<p>Coronavirus Information for Men's Sheds 5 March 2020</p> <p>Coronavirus-covid-19-what you need to know Aust Govt Dept Health</p> <p>Coronavirus-covid-19-Information on the use of surgical masks Aust Govt Dept Health</p> <p>Coronavirus-covid-19-stop the spread poster Aust Govt Dept Health</p> <p>Coronavirus-covid-19 know the signs poster</p> <p>COVID 19 and Men's Sheds Q & A</p> <p>'The Shed is closed-Now What' 30 Mar 2020</p> <p>Covid-19-information re residential care services- family members and visitors Aust Govt Dept Health</p> <p>'Getting Back To the Shed' Guide</p>
Dept of Health	<p>https://www.health.gov.au/health-topics</p> <p>https://www1.health.gov.au/internet/main/publishing.nsf/Content/health-publicat.htm</p> <p>Information for Australians who have been affected by bushfires new</p> <p>A Guide to out of pocket medical costs Dec 2019 new</p> <p>Decide if your doctor's fees offer good value Fact Sheet Dec 2019 new</p> <p>Advance Care Directive Jan 2020 new</p> <p>What Matters To Me Conversation Guide 2018 new</p> <p>National immunisation program schedule 2019 new</p> <p>Healthy Eating Brochure new</p> <p>What is Mental Illness new</p> <p>Depression-Your Guide new</p> <p>Anxiety disorders new</p> <p>Choose Health-Be Active brochure Dept Health new</p> <p>Don't fall for it-Fall Prevention booklet new</p> <p>National Men's Health Strategy 2019</p> <p>NMHP Actions Males Can Take 2010</p> <p>Social Determinants of Health-The Solid Facts- World Health Organisation</p>

	National Male Health Policy 2010 Federal Government Male Health Report 2011 National Male Health Policy- Indigenous Male Health Framework 2010
Dept Veteran Affairs (DVA)	https://www.dva.gov.au/about-dva/factsheets/dva-factsheets-keyword DVA Magazine Order Form Men's Quick Health Check and Information Guide new DVA Factsheets Information Sheet Jan 2020 Peer Education Guest Speaker programme Feb 2018
ERG Insurance	Frequently Asked Questions AMSA-Insurance-ERG FAQ-2020 V6
Grants	Guidelines Tasmanian Men's Shed Association Grants Program 2019-20 new Qld Govt Grants Booklet Jan 2016 NSDP Acknowledgement Guidelines 2019
Our Community	https://www.ourcommunity.com.au/ Damn Good Advice for Treasurers
Privacy	https://www.oaic.gov.au/privacy/australian-privacy-principles/ Australian Government Privacy Factsheet Privacy Factsheet 8-10 tips to protect your privacy Privacy Factsheet 17-Australian privacy principles Privacy Factsheet 24-How Changes to Privacy Law affect you
Safework Australia	Essential Guide OHS for Volunteers How Volunteer Organisations Can Comply Factsheet Power point Volunteers Resource Kit Presentation Volunteer Organisation Guide Volunteers Guide Volunteers Handout
Volunteering	Volunteering Qld Developing policies and procedures Volunteering Aust Managers running the risk new
Work for the Dole	https://www.employment.gov.au/work-dole Work for the Dole program Factsheet Oct 2018 new Work for the Dole Host Handbook August 2019 new Work for the Dole information for host organisations Feb 2018 new NSW ACT provider contact details Dec 2017 new NT Qld provider contact details Dec 2017 new SA provider contact details Dec 2017 new Vic Tas provider contact details June 2018 new WA provider contact details Dec 2017 new
Working with Children NSW	Working with Children Check Brochure Working with Children Phase in Schedule Working with Children Factsheet Volunteers 2014 Working with Children Overview of the Check 2014 Working with Children Factsheet How do I Apply 2014
Working with Children NT	Working with Children Booklet
Working with Children Qld	Rights & Obligations of Blue Card Holders Information Sheet Understanding the Blue Card System Information Sheet Working with Children Blue Card System
Working with Children SA	Child Protection Regulation SA Factsheet Child Related Screening
Working with Children Tas	A Guide to the 3 year Phased In Approach for Child Related Sectors Do I Need to Register Working with Children Exemptions Form Registration
Working with Children Vic	Working with Children Information Guide

Working with Children WA	Working with Children Factsheet
Working with Vulnerable people ACT	Working with Vulnerable People ACT overview A Guide to Working with Vulnerable People ACT
Working with Aboriginal Communities	NSW Govt Dept of Community Services Working with Aboriginal Communities
GRANT INFORMATION	
	The Men's Shed Grants Handbook Oct 2019 new Applying for Grants Organisation Details Template new Guidelines Tasmanian Men's Shed Association Grants Program 2019-20 new Qld Govt Grants Booklet Jan 2016 The National Shed Development Programme Manual Jan 2020 new NSDP Acknowledgement Guidelines 2019
HEALTH	
	<p>AMSA https://mensshed.org/wp-content/uploads/2019/06/Spanner-in-the-Works_Booklet_WEB.pdf New Edition 2019 Spanner in the Works? Manual to assist Men's Sheds in the delivery of the health screening programme 2020 updated Health Speakers and Information Contact Guide February 2020 new AMSA Resource- Health Resources Websites for Men's Sheds Feb 2020 updated AMSA Health Resources List February 2020 updated AMSA Resource First Aid for Heat-Related Illness Jan 2020 new The Men's Shed Heat Policy Jan 2020 new Any Mugs BBQ Cookbook Plenty Valley Health and AMSA Suicide - 'What do I do? What do I say?' available on AMSA website -in partnership with Standby Response Service new Dealing with Dementia in Sheds'- collaboration Alzheimer's Australia-2015 Health Event Registration Form Dec 2019 updated Spanner Consent Form updated Shed Spanner Event Registration Form updated AMSA Resource- Indigenous Men's Health Booklet AMSA Resource- Indigenous Men in Men's Sheds Manual 2015 Membership Management Drugs and Alcohol December 2019 updated Membership Management- Pastoral Care and Welfare Dec 2019 updated Men's Shed Health & Safety Manual January 2020 updated The Men's Shed Gathering and Health Event Manual June 2019 Appendices 1: Promotional material Appendices 2: Men's Shed Invitation List Appendices 3: Fuel Card Subsidy Request</p> <p>Arthritis Australia https://arthritisaustralia.com.au/get-support/resources/information-sheets/ Arthritis Australia 10 Steps to Living Well Arthritis Australia Back pain Arthritis Australia Gout Arthritis Australia Booklet Joint Replacement Arthritis Australia Booklet Managing in the Home Arthritis Australia Osteoarthritis Arthritis Australia Rheumatoid Arthritis Back Pain Information Sheet</p>

Feet & Arthritis Information Sheet
Gout Information Sheet
Hands & Arthritis Information Sheet
Neck pain Information Sheet
Osteoarthritis Information Sheet
Rheumatoid arthritis Information Sheet
Shoulder Pain Information Sheet
Tips for Osteoarthritis hip and knee
What is Arthritis

Asthma Australia

<https://www.nationalasthma.org.au/>

My Asthma Guide 2019 **new**

Asthma Action Plan 2016

Asthma and Depression

Asthma Basic Facts DL Brochure

Asthma First Aid Poster A4

Asthma Seniors DL Brochure

First Aid Asthma Chart **new**

Beyondblue

<https://www.beyondblue.org.au/get-support/order-printed-information-resources>

Anxiety and Depression Information booklet

Guide to Depression beyondblue

What are my Options information Sheet beyondblue

Cancer Council Australia

<https://www.cancer.org.au/>

<http://www.cancerdirectory.com.au/>

comprehensive online directory of trusted Australian cancer care publications and resources published since 2008

Understanding Radiation Therapy 2019 **new**

Understanding Mesothelioma 2019 **new**

Skin Awareness (checking for skin cancers)

Video + DVD availability to Sheds

Dementia Australia

<https://www.dementia.org.au>

Full listing of Resources available from Dementia Australia website **new**

‘Dealing with Dementia in Sheds’- collaboration AMSA/Dementia Australia

Department of Health- Federal

<https://www.health.gov.au/health-topics>

Information for Australians who have been affected by bushfires **new**

A Guide to out of pocket medical costs Dec 2019 **new**

Decide if your doctor's fees offer good value Fact Sheet Dec 2019 **new**

Advance Care Directive Jan 2020 **new**

What Matters To Me Conversation Guide 2018 **new**

National immunisation program schedule 2019 **new**

Stop smoking-start repairing-health benefits for men poster 2020 **new**

Healthy Eating Brochure **new**

What is Mental Illness **new**

Depression-Your Guide **new**

Anxiety disorders **new**

Don't fall for it-Fall Prevention booklet **new**
Choose Health-Be Active brochure Dept Health **new**
National Men's Health Strategy 2020
NMHP Actions Males Can Take 2010
Social Determinants of Health-The Solid Facts- World Health Organisation
National Male Health Policy 2010
Federal Government Male Health Report 2011
National Male Health Policy- Aboriginal & Torres Strait Islander Male Health Framework 2010

Department of Veteran Affairs

<https://www.dva.gov.au/factsheet-dva19-factsheet-index>

DVA Men's Health Peer Education Information Sheet Jan 2020 **new**
Men's Health Peer Education (MHPE)-National Directory of Guest speakers for Men's Sheds such as Continenence Foundation, State COTA contacts Feb 2018
DVA Magazine Order Form
Men's Quick Health Check and Information Guide **new**
DVA Factsheets Information Sheet Jan 2020 **new**

Donate Life-Organ & Tissue Authority

<https://donatelifegov.au/resources>

AODR medicare 2019 online Registration **new**
AODR Fillable Form **new**
Indigenous - Have a Yarn flyer Donate Life **new**
Indigenous-Discover-the-Facts Donate Life **new**
Second Chance Indigenous Brochure Donate Life **new**

Health Direct

<https://www.healthdirect.gov.au/>

Heatstroke **new**
Hot weather and staying cool **new**
Loneliness and Isolation **new**

Healthy Male (formerly Andrology Australia)

<https://www.healthymale.org.au/resources-tools/order-resources>

All resources are available at no cost and postage is free within Australia.
A Users Guide
Prostate Enlargement Guide
Testicular Cancer Guide
The Journey Ahead
Healthy male diabetes and reproductive health factsheet 2019 **new**
Healthy male prostate cancer diagnosis factsheet 2019 **new**
Healthy Male prostate cancer treatment factsheet 2019 **new**
Healthy Male prostate enlargement info guide 2019 **new**
Healthy Male PSA test factsheet 2019 **new**

Indigenous specific

Male Health Policy-National Aboriginal 2010
AMSA Resource- Indigenous Men's Health Booklet
AMSA Resource- Indigenous Men in Men's Sheds Manual 2015
Indigenous Health Infonet January 2020 **new**
QUIT Victor poster **new**
What Is Diabetes **new**
What our men need to know about alcohol **new**
RUOK <https://www.ruok.org.au/strongertogether#kit>

RUOK Looking Out for Our Mob Conversation Guide
 Help sheet-Alzheimers' Disease **new**
 Help sheet-What Is Dementia **new**
 Help sheet-Diagnosing Dementia **new**
 Help sheet-Information For Family And Friends **new**
 Help sheet-Aboriginal And Torres Strait Islander People-Memory Changes **new**

Heart Foundation

- Blood pressure
- Cholesterol
- Coronary Heart Disease
- Heart Attack
- Koori Cookbook
- My-Heart-My-Family-Our-Culture-Depression
- Nutrition
- Obesity
- Physical Activity
- Smoking V2

Vision Australia- Eye trouble- we can help
 Indigenous - Have a Yarn flyer Donate Life **new**
 Indigenous-Discover-the-Facts Donate Life **new**
 Second Chance Indigenous Brochure Donate Life **new**

Melanoma Patients Australia
 Melanoma Patients Australia-A-Guide-to-MPA-Services **new**

Mental Health Australia
<https://mhaustralia.org/>
 Be Active for your Mental Health
 Mental Health & Coronary Heart Disease

Research
 'Capacity Building in Indigenous Men's Sheds' Jan 2014 (Griffith & La Trobe University)
 'Social Determinants in men's health policy'
 'Engaging Men in the health system Australian Health Review'
 'Health After the Workplace' Anthony
 'Men's learning, Sheds and Wellbeing'
 Mibbinbah Indigenous Men's Space Pilot 2009-Jack Bulman, Rick Hayes
 Research that Informs Men's Shed-Based Practice' Nov 2011 Prof Barry Golding
 Men's Shed Literature Update July 2016
 'Strengthening Men's Health & Wellbeing through Community Sheds'
 Men's Sheds in Australia Golding
 Ultrafeed & beyondblue Men's Shed in Australia Final Executive Report 2013
 Ultrafeed & beyondblue Men's Shed in Australia Final Report 2013
 Ultrafeed & beyondblue Men's Sheds in Australia Appendices 2013

RUOK?
<https://www.ruok.org.au/every-day-resources>
<https://www.ruok.org.au/community>
<https://store.ruok.org.au/> -merchandise
 RUOK Rural Glovebox Manual Mateship **new**
 Looking Out for Our Mob Conversation Guide **new**
 RUOK Poster A3
 RUOK A3 Poster Steps

	<p>RUOK Conversation Flow Chart A4</p> <p>SANE Australia https://www.sane.org/ 'Ageing Well Guide': A guide to planning ahead for older people who live with mental illness, family and friends.</p> <p>St Johns Ambulance Australia St John NSW DRSABCD Action Plan new</p> <p>Vision Australia https://www.visionaustralia.org/ On line store https://shop.visionaustralia.org/shop/product/large-print-client-product-catalogue Eye Trouble? We Can Help- vision loss support Live the Life You Choose Skills to Support People with Vision Loss Full listing Vision Australia website brochure list Jan 2020- new</p>
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INCORPORATION

	<p>Duties Guide not-for-profit committee members Justice Connect ACT Incorporated associations guide new N.T. Incorporated Associations Guide NT Changes to an incorporated associations rules 2018 Making changes to a constitution or rules NSW Justice Connect 2017 new NSW Running an Annual General Meetings in NSW Justice Connect new NSW Calling and holding meetings NSW Justice Connect 2016 new NSW About Associations Factsheet 2015 NSW Public Officer NSW Application for Registration of Business Name Form A1 2018 NSW Before incorporating a new Association NSW Calling and holding meetings 2019 new NSW Changes to an organisations constitution or rules 2018 NSW Checklist Meeting new constitution requirements 2018 NSW Closing an Association NSW 2016 NSW DFT Change of Name Form A7 NSW fairtrading.nsw.gov.au-Public officer 2019 new NSW fairtrading.nsw.gov.au-Running an Association 2019 new NSW fairtrading.nsw.gov.au-Starting an Association 2019 new NSW Form-A2-Application for registration of an incorporated Association new NSW Management committee Dept of Fair Trading NSW Summary of Changes to Model Constitution 2016 Qld Form 1 incorporated Association application 2019 new Qld Change of Name Form Qld Changes to an incorporated Associations rules Qld Incorporated Associations Guide SA Changes to an incorporated associations rules SA Incorporated Associations Guide SA Incorporations change of name SA Incorporations Application Form new SA Incorporation Form 1 and 2 SA Incorporation Form 1 and 2 Checklist SA Keeping and accessing documents records and registers SA Positions in an incorporated Association SA Public Officer</p>
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	<p>Tas Changes to an incorporated Associations rules Tas An AMSA Resource Incorporation 2016 Vic Secretary Satchel Victorian Incorporations Associations WA Associations New Laws July 2016 WA Changes to an incorporated Associations rules WA Guide for Incorporated Associations</p>
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INDIGENOUS MEN'S HEALTH

	<p>Male Health Policy-National Aboriginal AMSA Resource- Indigenous Men's Health Booklet AMSA Resource- Indigenous Men in Men's Sheds Manual 2015 Indigenous Health Infonet January 2020 new QUIT Victor poster new What Is Diabetes new What our men need to know about alcohol new RUOK https://www.ruok.org.au/strongertogether#kit RUOK Looking Out for Our Mob Conversation Guide Help sheet-Alzheimers' Disease new Help sheet- What Is Dementia new Help sheet- Diagnosing Dementia new Help sheet-Information For Family And Friends new Help sheet-Memory Changes new Heart Foundation <ul style="list-style-type: none"> - Blood pressure - Cholesterol - Coronary Heart Disease - Heart Attack - Koori Cookbook - My-Heart-My-Family-Our-Culture-Depression - Nutrition - Obesity - Physical Activity - Smoking V2 Vision Australia- Eye trouble- we can help Indigenous - Have a Yarn flyer Donate Life new Indigenous-Discover-the-Facts Donate Life new Second Chance Indigenous Brochure Donate Life new</p>
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INFORMATION SHEETS

	<p>AMSA Resource Tuning Your Bandsaw Feb 2020 new Information Sheet Airborne contaminants Feb 2020 new Information Sheet Credit Card Controls Feb 2020 new Information Sheet Internet Banking Feb 2020 new Information Sheet The Men's Shed Treasurer Feb 2020 new Calling and holding meetings NSW Justice Connect Jan 2020 new Information Sheet- Meetings and Amending a Motion Jan 2020 new Information Sheet How to Tame the Unruly Meeting Feb 2020 new Information Sheet How to handle dominate people in meetings Feb 2020 new Information Sheet How to take good meeting minutes Feb 2020 new Information Sheet Using an Agenda to Produce Better Meetings new National immunisation program schedule 2019 new NSDP Acknowledgement Guidelines 2019 AMSA Member Resources Library February 2020 V5 new AMSA Resource- Health Resources Websites for Men's Sheds Feb 2020 new</p>
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	<p>AMSA Health Resources List February 2020 updated</p> <p>Elder Rights and Abuse Factsheet Sept 2019 new</p> <p>DVA Men's Health Peer Education Information Sheet Jan 2020 new</p> <p>DVA Factsheets Information Sheet Jan 2020</p> <p>What's involved in being a Treasurer? Jan 2020 new</p> <p>What is a Memorandum of Understanding? Jan 2020 new</p> <p>Is your Management Committee Managing the Shed</p> <p>AMSA Top 10 Tips for becoming a Great Shed</p> <p>The AMSA Group Insurance Programme</p> <p>Basic Hand Tool Use 2017</p> <p>AMSA Suggested New Shed Tools & Equipment</p> <p>Useful Project Websites for the Men's Shed</p> <p>Men's Health Peer Education (MHPE)-National Directory of Guest speakers for Men's Sheds such as Continance Foundation, State COTA contacts Feb 2018</p> <p>AMSA New South Wales Discrimination in a Men's Shed 2015</p> <p>Food and Kitchen Hygiene Information Sheet January 2020 new</p> <p>AMSA Information Sheet re Ransomware</p> <p>Test & Tag Australian Guidelines & Standards 2016</p> <p>Test & Tag Test Intervals extract from AS 3760</p> <p>Test & Tag Test Intervals Class of Work</p> <p>Test & Tag Technical Information</p> <p>Test & Tag Electrical Equipment Register 2016</p>
JOB ACTIVE	
	<p>WfD Host Organisation Handbook July 2019 updated</p> <p>Work for the Dole-information for host organisations Feb 2018</p> <p>Health & Safety for WfD activities-information for host organisations Feb 2018</p> <p>Work for the Dole-job seeker factsheet Oct 2018</p> <p>WfD Providers NSW and ACT Jan 2020 new</p> <p>WfD Providers Qld/NT Jan 2020 new</p> <p>WfD Providers SA Jan 2020 new</p> <p>WfD Providers Vic/Tas Jan 2020 new</p> <p>WfD Providers WA Jan 2020 new</p> <p>Mutual Obligation</p>
LEGAL	
	<p>Aboriginal Wills Handbook 2nd Edition 2015 new</p> <p>ACT Public Trustee and Guardian Factsheet new</p> <p>Elder Care and Seniors Support ASIC Money Wise 2019 new</p> <p>Elder Rights and Abuse Factsheet Sept 2019 new</p> <p>Advance Care Directive Jan 2020 new</p> <p>Plan Ahead-Brochure NSW Govt new</p> <p>Plan ahead for your future- legal, health, financial brochure NSW Govt new</p> <p>Qld Law Society Estate planning new</p> <p>Taking care of business-Planning Ahead new</p> <p>Wills and Power of Attorney ASIC Money Wise 2019 new</p> <p>Your Rights at Retirement 2019 Aust Human Rights Commission new</p> <p>Duties Guide not-for-profit committee members Justice Connect new</p> <p>COTA Death of a Partner v3 May 2018 new</p>
MANUALS	
	<p>https://mensshed.org/wp-content/uploads/2019/06/Spinner-in-the-Works_Booklet_WEB.pdf New Edition 2019</p> <p>The National Shed Development Programme Manual Jan 2020 new</p> <p>Justice Connect Committee Members Duties Guide 2019 new</p> <p>AMSA Resource The Basics of Dust Extraction Manual Feb 2020 new</p>

	<p>AMSA Comprehensive Guide for Committees Feb 2020 new</p> <p>AMSA Guide for Committees Financial Management Feb 2020 new</p> <p>AMSA Guide for Committees Making Meetings Work Feb 2020 new</p> <p>AMSA Guide for Committees Forms and Templates Feb 2020 new</p> <p>Seeking Support for your Men's Shed Feb 2019</p> <p>AMSA Resource Men's Shed Plan of Management January 2020 updated</p> <p>The Men's Shed Grants Handbook Oct 2019 new</p> <p>AMSA-Insurance-ERG FAQ-2020 V6 updated</p> <p>A Guide to the AMSA Website January 2020 updated</p> <p>The 'Spanner in the Works?' Manual January 2020 updated</p> <p>The Men's Shed Gathering and Health Event Manual June 2019</p> <p>Appendix 1: Promotional material</p> <p>Appendix 2: Men's Shed Invitation List</p> <p>Appendix 3: Fuel Card Subsidy Request</p> <p>Dementia in Men's Sheds 2015</p> <p>ABN & GST Manual January 2020 updated</p> <p>Strategic & Business Planning Manual December 2019 updated</p> <p>Test and Tag in Men's Sheds Manual Feb 2016</p> <p>Test & Tag Australian Guidelines & Standards 2016</p> <p>Test & Tag Test Intervals extract from AS 3760</p> <p>Test & Tag Test Intervals Class of Work</p> <p>Test & Tag Technical Information</p> <p>Test & Tag Electrical Equipment Register 2016</p> <p>Electricity Hazard in the Men's Shed</p> <p>Indigenous Men in Men's Sheds</p> <p>The Men's Shed Sponsorship Manual Jan 2020 updated</p> <p>Working with Children & Vulnerable People Manual Jan 2020 updated</p> <p>AMSA Resource- Indigenous Men's Health Booklet</p> <p>Men's Shed Fundraising Manual Dec 2019 updated</p> <p>Membership Committee Position Descriptions Manual January 2020 updated</p> <p>Heart Foundation Koori Cookbook</p> <p>Complete Men's Shed Health & Safety Manual updated</p> <p>Men's Shed Health & Safety Safe Use of Equipment Manual Jan 2020 new</p> <p>Men's Shed Health & Safety Manual Appendices Manual January 2020 new</p> <p>Men's Shed Project Ideas Dec 2016</p>
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MEN'S SHED HEALTH & SAFETY

	<p>Complete Men's Shed Health & Safety Manual updated</p> <p>Table of Contents-Complete Manual Jan 2020 updated</p> <p>'Safe Use of..' Only Men's Shed Health & Safety Manual Jan 2020 updated</p> <p>AMSA Appendices Only Men's Shed Health & Safety Manual Jan 2020 updated</p> <p>New Member Induction Package 2016</p> <p>Men's Shed Health & Hygiene Policy 2020 updated</p> <p>Health & Hygiene Procedures 2020 updated</p> <p>Men's Shed Risk Management Policy Jan 2020 updated</p> <p>Men's Shed Safety Policy Jan 2020 updated</p> <p>Men's Shed Health and Safety Checklists</p> <p>General Safety Rules</p> <p>Men's Shed Safety Procedures Jan 2020 updated</p> <p>AMSA Policy Statement Working with Children January 2020</p> <p>AMSA Policy Statement Working with People with a Disability Dec 2019</p> <p>Safe Handling of Wood and Wood based products April 2018</p> <p>Food and Kitchen Hygiene Information Sheet January 2020 new</p> <p>Factsheet Slips and Trips Feb 2020 new</p> <p>Ladder Safety brochure</p>
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Ladder safety poster
 Incident and Near Miss- Recording & Reporting
 Men's Shed Accident & Incident Report Dec 2019 **updated**
 Safe Use of Circular Bench Saw
 Safe Use of Sliding Compound Saw
 Safe Use of Small Compound Saw
 Safe Use of Band Saw
 Safe Use of Table Scroll Saw
 Safe Use of Bench Router
 Safe Use of Drill Press
 Safe Use of Belt Sander And Disc Grinder
 Safe Use of Wood Lathe
 Safe Use of Spindle Moulder
 Safe Use of Planer Thicknesser
 Safe Use of Planer Jointer
 Safe Use of Mini Milling Drilling Machine
 Safe Use of Panbrake Folder Guillotine And Roller
 Safe Use of Metal Lathe
 Safe Use of Basic Hand Tool Use
 Safe Use of Clamps
 Safe Use of Gear pullers
 Safe Use of Hand saws
 Safe Use of Mitre Saw
 Safe Use of Non sparking tools
 Safe Use of Pliers and wire cutters
 Safe Use of Push sticks
 Safe Use of Radial arm saw
 Safe Use of Cutting Tools for Bolts, Cables and Strapping
 Safe Use of Snips
 Safe Use of Spanners and Wrenches
 Safe Use of Struck Tools
 Safe Use of Table saw
 Safe Use of Vices
 Safe Use of Wood chisels
 Safe Use of wood turning lathe
 Safe Use of Woodworking machines general
 Safe Use of Sanders Feb 2020 **new**
 Safety Tips for a Drum Sander Feb 2020 **new**
 Safe Use of a Mortiser Feb 2020 **new**
 Safe Use of a Mig welding Feb 2020 **new**
 Safe Use of a Nail Gun Feb 2020 **new**
 Using an Electric ARC welder Feb 2020 **new**
 Appendix 1. Grievance Policy & Procedures
 Appendix 2. New Shed Typical Start up Equipment & Tool List
 Appendix 3. Risk Assessment Sheet
 Appendix 3a. Risk Analysis Thinking Prompts
 Appendix 4. Sample Material Safety Data Sheet
 Appendix 5. AMSA Men's Health & Safety Audit Quarterly Checklist
 Appendix 6. Safety Signage
 Appendix 7. First Aid Register
 Test & Tag Australian Guidelines & Standards 2016
 Test & Tag Test Intervals extract from AS 3760
 Test & Tag Test Intervals Class of Work
 Test & Tag Technical Information

	<p>Test & Tag Electrical Equipment Register 2016</p> <p>Electricity Hazard in the Men's Shed</p> <p>AMSA Resource Men's Shed Emergency and Evacuation Plans Feb 2020 new</p> <p>Evacuation Sign template (Qld Fire) Feb 2020 new</p> <p>Understanding Hazardous Chemical Labels Feb 2020 new</p> <p>Hazardous chemical register template Feb 2020 new</p> <p>AMSA Resource First Aid for Heat-Related Illness new</p>
MEN'S SHED RESEARCH	
	<p>Capacity Building in Indigenous Men's Sheds' Jan 2014 (Griffith & La Trobe University)</p> <p>'Social Determinants in men's health policy'</p> <p>'Engaging Men in the health system Australian Health Review'</p> <p>'Health After the Workplace' Anthony Brown</p> <p>'Men's learning, Sheds and Wellbeing'</p> <p>Mibbinbah Indigenous Men's Space Pilot 2009-Jack Bulman, Rick Hayes</p> <p>Research that Informs Men's Shed-Based Practice' November 2011 Prof Barry Golding</p> <p>Men's Shed Literature Update July 2016</p> <p>'Strengthening Men's Health & Wellbeing through Community Sheds'</p> <p>Men's Sheds in Australia Golding</p> <p>Ultrafeed & beyondblue Men's Shed in Australia Final Executive Report 2013</p> <p>Ultrafeed & beyondblue Men's Shed in Australia Final Report 2013</p> <p>Ultrafeed & beyondblue Men's Sheds in Australia Appendices 2013</p>
PLAN OF MANAGEMENT	
	<p>AMSA Resource Men's Shed Plan of Management January 2020 updated</p> <p>AMSA Member Resources Library February 2020 V5 new</p>
POLICIES & PROCEDURES	
Management and Planning	<p>Men's Shed Risk Management Policy Jan 2020 updated</p> <p>The Men's Shed Heat Policy Jan 2020 new</p> <p>An AMSA Comprehensive Guide for Committees Feb 2020 new</p> <p>AMSA Guide for Committees Financial Management Feb 2020 new</p> <p>Calling and holding meetings NSW Justice Connect Jan 2020 new</p> <p>Information Sheet How to take good meeting minutes Feb 2020 new</p> <p>Information Sheet Using an Agenda to Produce Better Meetings new</p> <p>Information Sheet- Meetings and Amending a Motion Jan 2020 new</p> <p>Information Sheet How to Tame the Unruly Meeting Feb 2020 new</p> <p>Information Sheet How to handle dominate people in meetings Feb 2020 new</p> <p>Strategic Business Planning in the Men's Shed Policy Jan 2020 updated</p> <p>Policy Statement-Donation of Equipment & Pricing Projects Jan 2020 updated</p> <p>Men's Shed Succession Planning Policy Statement Jan 2020 updated</p> <p>Working with Children - AMSA Policy Statement January 2020 updated</p> <p>AMSA Protocols People with Special Needs January 2020 updated</p> <p>AMSA Protocols Working with External Agencies January 2020 updated</p> <p>Men's Shed Marketing January 2020 updated</p> <p>Privacy in the Men's Shed Policy January 2020 updated</p> <p>Monitoring & Evaluation in the Men's Shed January 2020 updated</p> <p>Reporting & Accountability in the Men's Shed January 2020 updated</p> <p>Men's Shed Maintenance Procedures January 2020 updated</p> <p>Men's Shed Complaints & Grievance Policy January 2020 updated</p> <p>Men's Shed Project Evaluation Policy January 2020 updated</p> <p>AMSA Complaints Policy 2014 V3</p> <p>Crisis Response in the Men's Shed Dec 2019 updated</p>

	<p>Conducting Efficient Meetings in the Men's Shed December 2019 updated</p> <p>Good Governance in the Men's Shed January 2020 updated</p> <p>Men's Shed Management Committee Code of Conduct Jan 2020 updated</p> <p>Men's Shed Code of Conduct February 2019 updated</p> <p>Seeking Support for your Men's Shed Feb 2019</p>
Financial Management	<p>AMSA Guide for Committees Financial Management Feb 2020 new</p> <p>Accounting Source Documents new</p> <p>Stocktaking December 2016</p> <p>Financial Management inc. Delegations and Petty Cash December 2019 updated</p> <p>Authority to Write Cheques December 2019 updated</p> <p>Financial Management- Reimbursement of Expenses Dec 2016</p> <p>Reimbursement of Expenses Form January 2020 updated</p> <p>Men's Shed Budgeting January 2020 updated</p> <p>Fraud Risk Management January 2020 updated</p> <p>ABN & GST Manual January 2020 updated</p> <p>AMSA Resource What's involved in being a Treasurer January 2020 new</p>
Membership Management	<p>Men's Shed Code of Conduct February 2019 updated</p> <p>New Member Application Form V2 Dec 2019</p> <p>New Men's Shed Membership Checklist Dec 2019 updated</p> <p>New Member Declaration Form Dec 2016</p> <p>Special Needs Participant Checklist Dec 2018</p> <p>Induction Policy December 2019 updated</p> <p>New Member Induction Checklist Dec 2019 updated</p> <p>New Member Induction Handbook Dec 2019 updated</p> <p>Pastoral Care & Welfare December 2019 updated</p> <p>Member Induction Health & Safety Policy December 2019 updated</p> <p>AMSA Protocols Working with People with Special Needs January 2020 new</p> <p>AMSA Policy Statement Working with People with a Disability Dec 2019</p> <p>Acceptable Use of Internet December 2019 updated</p> <p>Drugs & Alcohol December 2019 updated</p> <p>Equal Opportunity & Discrimination December 2019 updated</p> <p>Undertaking Private Projects Dec 2019 updated</p> <p>Harassment December 2019 updated</p>
Working with External Agencies	<p>AMSA Protocols Working with External Agencies January 2020 updated</p> <p>AMSA Protocols Working with People with Special Needs Jan 2020 updated</p> <p>New Men's Shed Membership Checklist Dec 2019 updated</p> <p>Sample MOU with External Agency Jan 2020 updated</p>
Risk Management & Men's Shed Health & Safety	<p>Complete Men's Shed Health & Safety Manual updated</p> <p>Table of Contents-Complete Manual Jan 2020 updated</p> <p>'Safe Use of..' Only Men's Shed Health & Safety Manual Jan 2020 updated</p> <p>AMSA Appendices Only Men's Shed Health & Safety Manual Jan 2020 updated</p> <p>New Member Induction Package 2016</p> <p>Men's Shed Health & Hygiene Policy 2020 updated</p> <p>Health & Hygiene Procedures 2020 updated</p> <p>Men's Shed Risk Management Policy Jan 2020 updated</p> <p>Men's Shed Safety Policy Jan 2020 updated</p> <p>Men's Shed Health and Safety Checklists</p> <p>General Safety Rules</p> <p>Men's Shed Safety Procedures Jan 2020 updated</p> <p>AMSA Policy Statement Working with Children January 2020 updated</p> <p>AMSA Policy Statement People with a Disability December 2019 updated</p> <p>Safe Handling of Wood and Wood based products April 2018</p> <p>Food and Kitchen Hygiene Information Sheet January new</p> <p>Factsheet Slips and Trips Feb 2020 new</p>

Ladder Safety brochure
 Ladder safety poster
 Incident and Near Miss- Recording & Reporting
 Men's Shed Accident & Incident Report Dec 2019 **updated**
 Safe Use of Circular Bench Saw
 Safe Use of Sliding Compound Saw
 Safe Use of Small Compound Saw
 Safe Use of Band Saw
 Safe Use of Table Scroll Saw
 Safe Use of Bench Router
 Safe Use of Drill Press
 Safe Use of Belt Sander And Disc Grinder
 Safe Use of Wood Lathe
 Safe Use of Spindle Moulder
 Safe Use of Planer Thicknesser
 Safe Use of Planer Jointer
 Safe Use of Mini Milling Drilling Machine
 Safe Use of Panbrake Folder Guillotine And Roller
 Safe Use of Metal Lathe
 Safe Use of Basic Hand Tool Use
 Safe Use of Clamps
 Safe Use of Gear pullers
 Safe Use of Hand saws
 Safe Use of Mitre Saw
 Safe Use of Non sparking tools
 Safe Use of Pliers and wire cutters
 Safe Use of Push sticks
 Safe Use of Radial arm saw
 Safe Use of Cutting Tools for Bolts, Cables and Strapping
 Safe Use of Snips
 Safe Use of Spanners and Wrenches
 Safe Use of Struck Tools
 Safe Use of Table saw
 Safe Use of Vices
 Safe Use of Wood chisels
 Safe Use of wood turning lathe
 Safe Use of Woodworking machines general
 Safe Use of Sanders Feb 2020 **new**
 Safety Tips for a Drum Sander Feb 2020 **new**
 Safe Use of a Mortiser Feb 2020 **new**
 Safe Use of a Mig welding Feb 2020 **new**
 Safe Use of a Nail Gun Feb 2020 **new**
 Using an Electric ARC welder Feb 2020 **new**
 Appendix 1. Grievance Policy & Procedures
 Appendix 2. New Shed Typical Start up Equipment & Tool List
 Appendix 3. Risk Assessment Sheet
 Appendix 3a. Risk Analysis Thinking Prompts
 Appendix 4. Sample Material Safety Data Sheet
 Appendix 5. AMSA Men's Health & Safety Audit Quarterly Checklist
 Appendix 6. Safety Signage
 Appendix 7. First Aid Register
 Test & Tag Australian Guidelines & Standards 2016
 Test & Tag Test Intervals extract from AS 3760
 Test & Tag Test Intervals Class of Work

	<p>Test & Tag Technical Information Test & Tag Electrical Equipment Register 2016 Electricity Hazard in the Men's Shed AMSA Resource Men's Shed Emergency and Evacuation Plans Feb 2020 new Evacuation Sign template (Qld Fire) Feb 2020 new Understanding Hazardous Chemical Labels Feb 2020 new Hazardous chemical register template Feb 2020 new AMSA Resource First Aid for Heat-Related Illness new</p>
Working with Children	<p>Men's Shed Working with Children January 2020 updated AMSA Policy Statement Working with Children January 2020 updated</p>
People with Disability	<p>AMSA Policy Statement People with a Disability Dec 2019 updated</p>
Communication	<p>Men's Shed Communication and Media Policy Dec 2019 updated</p>
RESOURCES FROM OTHER MEN'S SHEDS	
	<p>Kersbrook SA Membership Database Excel 97 2003 workbook new Canterbury Men's Shed NSW Information Pack new AMSA New South Wales Conflict Resolution January 2020 new AMSA New South Wales Discrimination in a Men's Shed 2015 Men's Shed of Bellingham USA Application Form new Whittlesea Men's Shed Vic 'A Beginner's Kitchen' – cooking for 1 or 2 people Melton Mentoring program new</p>
SAMPLE DOCUMENTS	
	<p>Memorandum of Understanding -General Jan 2020 updated Sample MOU with External Agency Jan 2020 updated Sample Memorandum of Understanding Auspicing Agency Jan 2020 updated Sample MOU - Special Needs Participants Jan 2020 updated Men's Shed Committee Meeting Agenda sample 1 Feb 2020 new Men's Shed Committee Meeting Agenda sample 2 Feb 2020 new Men's Shed Committee Meeting Minutes template Feb 2020 new</p>
SHED PROJECTS	
	<p>Wildlife Water Feeder new Laughing Kookaburra Nesting Box new Crimson Rosella Nest Box new Red-rumped parrot Nest Box new Australian owl-nightjar Nesting Box new Nest Boxes - Wildlife Dept of Conservation WA new How to build a nesting box Cool Australia new Birdlife Australia Nest Box-technical new Greater Sydney Local Land Services Wildlife Nesting Boxes new State Rescue Services Building a possum nest box brochure Wildlife Rescue South Coast new Backyard Buddies Nesting Boxes new How to Build a Possum Nest Box Wildlife Victoria new AMSA Resource- Men's Shed Project Ideas Manual Dec 2016 How To Make Your Own Vertical Pallet Garden In Three Easy Steps Floating Chain Wine Bottle Holder</p>
TEMPLATES/FORMS	
Templates/Forms	<p>Health Event Registration Form Dec 2019 updated Spanner Consent Form updated Shed Spanner Event Registration Form updated Evacuation Sign template (Qld Fire) Feb 2020 new Hazardous chemical register template Feb 2020 new</p>

	<p>Men's Shed Committee Meeting Agenda sample 1 Feb 2020 new</p> <p>Men's Shed Committee Meeting Agenda sample 2 Feb 2020 new</p> <p>Men's Shed Committee Meeting Minutes template Feb 2020 new</p> <p>DVA Magazine Order Form</p> <p>Seeking Support for your Men's Shed Feb 2019</p> <p>Men's Shed Health & Safety Checklists Dec 2016</p> <p>Special Needs Participant Checklist Dec 2018</p> <p>Assets Register incorporating Test & Tag January 2020 updated</p> <p>Test & Tag Electrical Equipment Register 2016</p> <p>Strategic & Business Planning Worksheet Dec 2019 updated</p> <p>New Member Application Form V2 Dec 2019 updated</p> <p>New Membership Induction Checklist December 2019 updated</p> <p>New Member Declaration Form Dec 2016</p> <p>Membership-New Member application Checklist Dec 2019 updated</p> <p>Applying for Grants Organisation Details Template Oct 2019 updated</p> <p>AMSA Update Shed and Committee Details Form Dec 2019 updated</p> <p>Stocktaking Record Sheet Dec 2016</p> <p>Men's Shed Mission Statement 2019 new</p> <p>Budget Template Oct 2019 updated</p> <p>Men's Shed Management Committee Report template Dec 2019 updated</p> <p>Men's Shed Accident & Incident Report Dec 2019 updated</p> <p>First Aid Register Dec 2016</p> <p>Reimbursement of Expenses Form Jan 2020 updated</p> <p>Shed based Grievance Formal Complaints Form Dec 2019 updated</p> <p>AMSA/ Grievance Formal Complaints Form 2016</p> <p>Machinery Maintenance Register Dec 2019 updated</p>
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VIDEOS

	<p>About Men's Sheds – 9 Minute Video https://mensshed.org/about-amsa/reports/9-minute-video/</p> <p>About Men's Sheds – 30 second Video https://mensshed.org/about-amsa/reports/30-second-video/</p> <p>Men's Shed Week Shedders Big Day Out at Safety Beach - Dromana Men's Shed 2019 https://www.youtube.com/watch?v=eWDMkpNXQkM&feature=emb_logo</p> <p>Celebrating mates at Nepean Men's Shed Men's Shed Week 2018 https://www.youtube.com/watch?time_continue=11&v=tXepys9Tajk&feature=emb_logo</p> <p>Shed Life at Gosford Community Men's Shed https://www.youtube.com/watch?time_continue=13&v=LBAigkW93Hw&feature=emb_logo</p> <p>Men's Sheds celebrating mates Men's Shed Week 2018 https://www.youtube.com/watch?time_continue=5&v=wqQUjQu3rDo&feature=emb_logo</p> <p>Cabot's at Maitland Men's Shed https://mensshed.org/about-amsa/reports/cabots-maitland-mens-shed-video/</p> <p>Training Videos https://mensshed.org/member-portal/training-videos/</p>
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