

Mosman Park Men's Shed	
MS02 – Running the Shed	
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OVERSEER'S "ON-DUTY" CHARTER

Responsibility for managing the daily activities and being the "turn to guy" for any queries that arise.

- ☐ Greet Visitors ☐ Induct new Members ☐ Accept jobs as per Job policy (**MS11**)
- ☐ Monitor badges and compare "dots" with equipment being used – if in doubt check web site data base for that member using admin@mpms.org as log-in & *Overseer1* as password, & peruse the appropriate record file.
- ☐ Answer telephone calls and resolve (or refer) as appropriate.
- ☐ Record relevant information in the Shed diary, especially future events / commitments.
- ☐ Identify and tag any defective equipment, if portable, then remove from work area.
- ☐ Collect & Record fees for using specialised machines – Planer, Thicknesser, MIG Welder, Domino Machine, etc.

Remember that Overseer's are the Public face of our shed.

Communication.

As a result of having numerous Overseers, attending on a roster basis; the office diary is the primary form of communications. It is imperative that notes pertaining to any relevant matters, incidents, or occurrences during one's shift are included in the diary by the Overseer-on-duty.

Camaraderie / Inclusion.

Our "Smoko" bell shall be sounded @ 1000 hrs and 1500 hrs each day. These periods are a mandatory "stop what you are doing" for members. This period also provides a suitable time to check wearing of name badges - "no badge" may mean that the person is not a member (or non-financial) - in both of these cases, no plant or equipment is allowed to be used by that person. For an interpretation of "DOTS", please refer (**MS13**). Don't forget to take the coin donation box out to smokos.

SAFETY

Intermittently during your "shift", circulate throughout our Shed to observe / correct any unsafe practices. A common "fault" is not wearing safety glasses - WAIT until a suitable break in the member's work before reminding him. Also remember that "out-of-service" tags are available in the office cupboard and should be utilised -----for all our sakes!

AWNING

Monitor wind speed during day and close the awning if considered strong.