



**WOODCRAFT  
GUILD · ACT**

## Shed Boss Duty Statement

Historically, the Shed Boss has been the 'go to person' for any problems around the shed or for knowing where a particular item/tool is kept. The person with the green apron is a great source of information and advice in all areas of woodcraft. With the expansion of the shed in recent years, the doubling of our membership and the increase in the number of special interest groups the person in the green apron cannot be at the shed 24/7 and 365 days of the year.

### Who is the Shed Boss?

The Shed Boss is the key holder or SIG leader who opens the shed unless there is an alternate delegation once the shed is open.

### Principle Duties

The Shed Boss:

- Is responsible for the overall safety of members using the shed at each session.
  - This duty includes walking around all areas to ensure members are conducting themselves with a focus on personal safety and the safety of others around them
  - They should be comfortable offering advice and support to improve woodcraft techniques effectively and efficiently.
- Is responsible for ensuring that the members are using tools and equipment safely and be comfortable advising members who are likely to injure themselves or the machinery that they are using appropriately.
- Must be aware of the first aid and resuscitation packages in the shed and be ready to assist in the event of member injury.
- Must be aware of the emergency procedures in the shed and for the Lions Youth Haven in respect of fire, flood, explosion etc. and be ready to assist when necessary.
- Enter all incidents, injuries, damages that occur in the shed during this time into the incident book at the main registration desk.
- Report potential personnel, member or equipment problems to the safety officer by email.
- Must ensure that the shed is clean and tidy – including ensuring that the kitchen and toilets are clean and tidy before everyone leaves and the shed is closed.
  - The principal premises have 7 doors that should be checked and external areas (containers, smithy, turners shed, hazardous chemicals,) must be closed and secured.
- Must complete the *checklist* for final sign off. Refer [Shed Boss Closing Checklist](#).

## **Secondary Duties**

The Shed Boss must:

- be aware of the location and state of all tools and equipment in the shed and be able to troubleshoot where necessary
- be able to answer technical and woodcraft queries as they arise or refer to a member who may best answer any query
- make recommendations to the committee for the purchase of equipment and tools necessary for the effective and efficient running of the shed
- assist in the maintenance of tools and equipment in use during their shed boss session.

The Shed Boss is the SIG leader or key holder who opens the shed until they designate another member for this role. Whoever is designated Shed Boss must be prepared to undertake the duties of Shed Boss and ultimately be responsible for the proceedings of that session.