**Form 5 - Parish/Agency Annual WHS Audit**

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| **Name of Parish/Agency** |  |

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| **Name of Person Completing Audit** |  |
| **Date of Completion of Audit** |  |

**Instructions:**

Consider each of the elements on the WHS Audit and indicate by ticking (Yes) or crossing (No) as to what the current status is. For each cross (No) response you need to allocate a person to take action and set a target completion date. **Send a copy of the completed form to the Archdiocese and keep a copy for follow up**. On the next annual WHS Audit indicate when the item was completed and when it will be once again reviewed.

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| **No.** | **Element** | **Task/Question (Tick if Yes and Cross if No & NA if ‘not applicable’)** | **Person to Action** | **Target** **Completion****Date** | **Actual Completion****Date** | **Review****Date** |
| 1 | WHS Policy | * Is a current copy of the approved Archdiocesan WHS Policy on display
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| 2 | Safety Rules | * Are specific safety rules are on display on the notice board
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| 3 | Housekeeping and Workplace Inspection | * Is the Work, Health and Safety Checklist are completed as recommended.
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| 4 | Consultation and Participation | * Does the parish/agency consult with staff and volunteers on a regular and ongoing basis?’
* Is WHS on the agenda of regular meetings?
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| 5 | Induction and Training | * Are all new staff/volunteers given a WHS induction when they start?
* Is there a record created and filed of these inductions
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| 6 | Hazard Management | * Is an update of the Hazard List and Risk Assessment created from each quarterly completed Health and Safety Checklist?
* Is this used to update the Risk Control Plan?
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| 7 | First Aid | * Do you have a First Aid kit in accordance with the First Aid Code of Practice?
* Do you have a trained First Aid person available to render first aid if required?
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| 8 | Emergency Response Planning | * Do you have an emergency evacuation plan for each of your buildings?
* Is the emergency evacuation plan practiced every six months?
* Are hirers of parish/agency property given a copy of the Emergency Evacuation Plan?
* Are locations and operation of fire appliances readily known to all users of the facility?
* Are all fire extinguishers checked every six months?
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| 9 | Incident Reporting and Investigation | * Are all accidents, incidents or near misses reported immediately to the Insurer and the Archdiocese?
* Is there a formal process of investigation to determine corrective action undertaken?
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| 10 | Purchasing | * Are the safety aspects of purchasing new equipment considered before purchase is made?
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| 11 | Manual Handling | * Have you identified all of the manual handling tasks associated with your parish/agency?
* Have these Manual Handling Tasks been assessed to determine whether they present a risk of injury to workers or volunteers?
* Can all materials be lifted & carried easily?
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| 12 | Occupational Health Controls | * Have parish/agency buildings been checked for asbestos.
* If asbestos has been identified do you have an Asbestos Management Plan in place?
* Is your location free of continuous noise, dust or chemical exposures.
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| 13 | Management of Chemicals and Hazardous Substances | * Is there a list of all chemicals and hazardous substances used at the parish/agency location?
* Is this list readily available to all persons who use the Hazardous Substances?
* Are Material Safety Data Sheets (MSDS) held for each Hazardous Substance?
* Are they up to date?
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| 14 | Contractors | * Is there a list of approved contractors that are used for repairs and maintenance within the parish/agency?
* Do you require details of current insurance coverage from each contractor used on an annual basis? (Public Liability and Workers Compensation)
* Are Contractors given a site safety induction and provided with a copy of any local safety rules before they start work?
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| 15 | Electrical Testing and Tagging | * Are all portable electrical appliances tested and tagged?
* Are all circuits fitted with RCD’s and tested regularly?
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| 16 | Working at Heights | * Are all working at heights risks identified?
* Is any work at heights restricted to “competent persons” (see definition of ‘work at heights)?
* Is unauthorised access to roofs etc, controlled?
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| 17 | Notification to WorkCover Authority | * Have any injuries or dangerous occurrences been reported to WorkCover since the last audit?
* Are copies of the reporting requirements readily available?
* Are copies of notifications sent to the Archdiocesan Office?
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| 18 | Rehabilitation of injured or ill workers | * Have any injuries involving more than 7 days off work been jointly managed with Catholic Church Insurances Rehabilitation Unit?
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| 19 | Creating and Keeping Documentary Evidence | * Are all records (copies of this audit, copies of induction and training records and workplace inspections) kept in an accessible location?
* Are all documents with a review date reviewed in accordance with the agreed timeframe?
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| 20 | Penalties for Breach of Duties | * Are all persons reminded on an annual basis of their duties under the WHS Act and the penalties that apply for breaches?
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| 21 | Working with Money | * Is there a safe process for counting, storing, handling & transferring money?
* Is banking done by more than one person & at different times?
* Are workers trained in what they should do in the event of a robbery?
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