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*Archdiocese of Canberra & Goulburn
GPO Box 3089, Canberra ACT 2601 January 20, 2016*

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BACKGROUND

The Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn have a legal duty to protect the health, safety and wellbeing of all of the persons employed in, who volunteer for, who use and who visit any of the properties or activities within the Archdiocese.

This duty is explicit under the Work Health and Safety legislation and requires the provision of a safe place of work as well as safe systems of work.

In parish/agency based activities associated with the Archdiocese there are a wide range of circumstances under which people can be put at risk of injury or illness and these must be identified, assessed and controlled in order that the duty to people likely to be affected is discharged.

This Safety Management Plan (or Work Health and Safety Management System or WHSMS) has been developed to provide a framework for the protection of people from injury or illness as well as providing a systematic means of planning and implementing this framework.

WHS ACT

New legislation came into effect from 1 January 2012 with the introduction of harmonisation legislation across a number of jurisdictions including the ACT & NSW. Under the legislation there was a broadening of the primary duty of care for workplace safety to cover an entity or person conducting a business or undertaking (PCBU).

Following a review of Archdiocesan practice it was resolved that the Trustees of the Archdiocese were the PCBU. This decision was predicated on the following:

- Workers (parish, agencies and curia) are employed by the Trustees of the Archdiocese of Canberra & Goulburn.
- Major financial decisions cannot be made without the approval of the Trustees of the Archdiocese of Canberra & Goulburn.

At the same time it was resolved that parish priests would be designated as 'officers' on the basis that the decisions they make at parish level impact on a substantial part of the Church enterprise. Other positions within the Church enterprise were then assessed as to the degree to which their decisions could impact the enterprise. It was resolved that the following heads of agencies were 'officers': Archdiocesan Financial Administrator; CEO of CatholicCare; CEO of Marymead; Director of Catholic Education.

It was noted that the officers of the above agencies should establish whether other personnel in their respective agencies had the power to make decisions that would affect a substantial part of the Church enterprise or, have the ability to significantly affect the financial standing of the Church and whether to declare these persons officers.

WHS POLICY

The Archdiocese has developed and made a commitment to protecting the health safety and wellbeing of persons associated with the activities of the Church and has expressed this in the form of a WHS Policy that has been signed by the Archbishop and the Archdiocesan Financial Administrator.

This WHS Policy is shown on the next two pages and a signed version of this document should be displayed within the parish/agency as a visible sign of the commitment to health and safety within the workplace.

The implementation of the WHSMS is more than just the words contained in the WHS Policy, it is about developing systems and documented processes that support the framework and provide clear guidance for the way the activities of the parish/agency need to be run in order to protect people within the parish/agency.

ARCHDIOCESAN WORK HEALTH & SAFETY POLICY

Purpose

The purpose of this policy is to recognise that in performing (God's work), the health, safety and wellbeing of all parishioners, students, residents, clients, workers (volunteers) and visitors to any of the facilities and services offered and operated by and under the auspices of the Catholic Archdiocese of Canberra and Goulburn are the responsibility of Archdiocesan management. In fulfilling this responsibility Archdiocesan management has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe plant, systems of work and access and egress from the workplace.
- Making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances.
- Maintaining the workplace in a safe and healthy condition.
- Providing adequate facilities to protect the welfare of all workers.
- Providing information, training and supervision for all workers enabling them to work in a safe and healthy manner.
- Maintaining information and records relating to health and safety.

Under the guidance of Archbishop Christopher Prowse, Ms Helen Delahunty (Archdiocesan Financial Administrator) is responsible for ensuring the implementation and monitoring of this policy at all Archdiocesan locations. The health and safety duties of management at all levels will be detailed, and procedures for training and back-up support must be followed.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

Duties

Recognising the hazards occurring in dealing with people from all walks of life using the services and facilities of the Archdiocese, the management of the Archdiocese will take every practicable step to provide and maintain a safe and healthy environment for all parishioners, students, residents, clients, workers (volunteers) and visitors. To this end management will:

- Observe, implement and fulfil its responsibilities under the Acts and Regulations, in both ACT and NSW.
- Establish targets and objectives that will be used to measure and monitor performance in managing health, safety and wellbeing across all activities.
- Ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed.
- Make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety functions.

- Ensure that all specific policies operating within the Archdiocese, such as - fire and explosion, purchasing, dangerous goods, training, first aid and systems of work - are periodically revised to ensure that they remain consistent with the Archdiocese's health and safety objectives.
- Provide information, training and supervision for all workers in the correct use of any plant, equipment and substances used throughout the Archdiocese.
- Be informed of incidents and accidents occurring on Archdiocesan premises or to parishioners, students, residents, clients, workers (volunteers) or visitors so that health and safety performances can accurately be gauged.

Workers

- Have a duty to take all reasonably practicable steps for their health, safety and wellbeing and of others affected by their actions at work.
- Should comply with the safety procedures and directions agreed between management and workers with nominated or elected health and safety functions.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of workers.
- Must, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives or to management.

Parishioners, Students, Residents, Volunteers and/or Visitors

While on any Archdiocesan property have a responsibility to:

- Follow any instructions given by an Archdiocesan staff member.
- Abide by any instructions given either verbally or in writing.
- Obey any signs and warnings regarding safety.

This policy will be regularly reviewed to ensure account is taken of any operational and legislation changes.

Archdiocesan Management seeks co-operation from all workers and residents in realizing our health and safety objectives and creating a safe work environment. All parishioners, workers (volunteers), students, residents, clients, and visitors will be advised, in writing, of agreed changes and arrangements for their implementation.

Christopher Prowse

Archbishop

Helen Delahunty

Financial Administrator

What is Safety all About?

Safety is about protecting people from being injured or becoming ill as a result of what happens in the workplace. A parish/agency is a workplace in much the same way as any other workplace, albeit a special workplace in which people come together to worship and to carry out the work of the Church.

Every workplace has a legal duty to protect people from illness and injury. This can be achieved in a number of ways. The Safety Plan has been developed to assist parishes and Archdiocesan entities in providing a safe environment for those who come to worship, those who use parish/agency facilities and those who volunteer their time and services to assist with the work of the parish/agency and the Church.

What do we do to Ensure Safety?

Managing safety is best done by adopting a systematic approach. The Archdiocesan WHS Policy (pages 8 and 9) provides a common starting point for everyone across the Archdiocese.

Next, it is important to adopt a regular approach to identifying the hazards and risks in the parish/agency that may result in illness or injury. This is done by conducting an inspection of the facilities within the parish/agency so that any hazards or risks can be fixed or, if they cannot be fixed, that the risk of them causing illness or injury can be managed.

On completing the planning for safety it is necessary to put in place, or implement the controls that are needed to prevent people being injured or becoming ill. The last two phases of the Safety Plan involve checking to ensure that the plan is implemented and finally, identifying ways to improve the Safety Plan.

Training Programs

There is a legal obligation to provide training, instruction and information for workers (including volunteers) in WHS.



Training may also be required for those who are potentially at risk for example, priests, lay leaders, workers, parishioners, students, teachers and visitors.

❖ Action Required

Mandatory training and identified training needs, as they arise, must be included in a continuous training program and provided by qualified or competent persons. Training and instruction programs should be planned and delivered within a time frame to provide for:

- Induction and instruction in WHS obligations and responsibilities.
- Instruction in notifying and reporting WHS hazards and risks.
- Training and instruction in safe work practices.
- Training and instruction in specific tasks and operations.
- Training and instruction in emergency procedures and responses.
- Documentation of the training – content, names of trainees and training personnel.

- Regular evaluation of training.

❖ **Measuring Progress**

- Those in management and supervisory roles are trained so that they can take a leadership role.
- Training is on-going to address new issues and requirements.
- The WHS plan is implemented.
- There is a reduction in injuries, illnesses and incidents.

Consultation

An alternative to establishing a formal WHS Committee could be engaging interested parishioners to undertake WHS inspections. Equally, WHS could become a responsibility of the Parish Council. The role:

- To provide assistance to the parish priest.
- To disseminate information on WHS.
- To assist in identifying measures to eliminate or control risks.
- To contribute to the formulation of policy.
- To assist with inspections/audits.

Regardless of the model the parish priest needs to be made aware of any WHS issue and an assessment conducted leading to appropriate action.

Communication

Communicating WHS information to workers and visitors is most important. Regular reminders are also required to ensure that all relevant members of the community are kept up-to-date. Such means could include:

- Policy and procedural handbooks.
- Parish bulletin.
- Posters and pamphlets.
- Including a WHS segment on meeting agendas.
- Reference to suitable internet sites such as www.ccinsurances.com.au

To support the parish to meet legal, evidential and accountability requirements it is important that complete, accurate and reliable documentation of action and transactions is compiled. All staff members are responsible for making, keeping and retaining accurate documents in their area of accountability whilst, at the same time, respecting privacy obligations.



FORMULATING A PARISH POLICY

The purpose of a health and safety policy is to identify health and safety goals and provide direction for the management of health and safety. To be effective a WHS Policy must apply parish wide and to all individuals including contractors and visitors. The WHS Policy should be developed through parish structures and reference made to the Archdiocesan Policy.

Action

- Confirm which parish group will develop the WHS Policy.
- Use the Archdiocesan Policy and other reference material from CCI and CCER to formulate a Policy Statement and Implementation Strategy. Other reference material could include the WHS Act and Regulations.
- Include a statement regarding a review process as the policy, planning and implementation need to be monitored and reviewed. It should then be possible to institute a continuous cycle of improvement.
- Distribute the draft policy for comment.
- Ensure the final policy is endorsed by the parish priest.
- Display and distribute the Parish WHS Policy.

Training

An information session could be provided to inform the Parish Council about the need to formulate a WHS Policy. To this end please do not hesitate to seek the assistance of the Archbishop's Office of Evangelisation.

The Policy Process

1. Following a review of the relevant documentation (as above) each member of the formulation group should record key phrases (or more) that they believe should appear in the policy statement.
2. The key phrases should then be shared, the common ideas identified and agreed and then written up as a paragraph by the convenor. At the next meeting the policy paragraph should be reviewed, refined and agreed.
3. Following agreement the formulation group should then articulate the implementation strategies. That is, what needs to be done to fulfil the intentions detailed in the policy statement.

ACTION – USING THE MANUAL

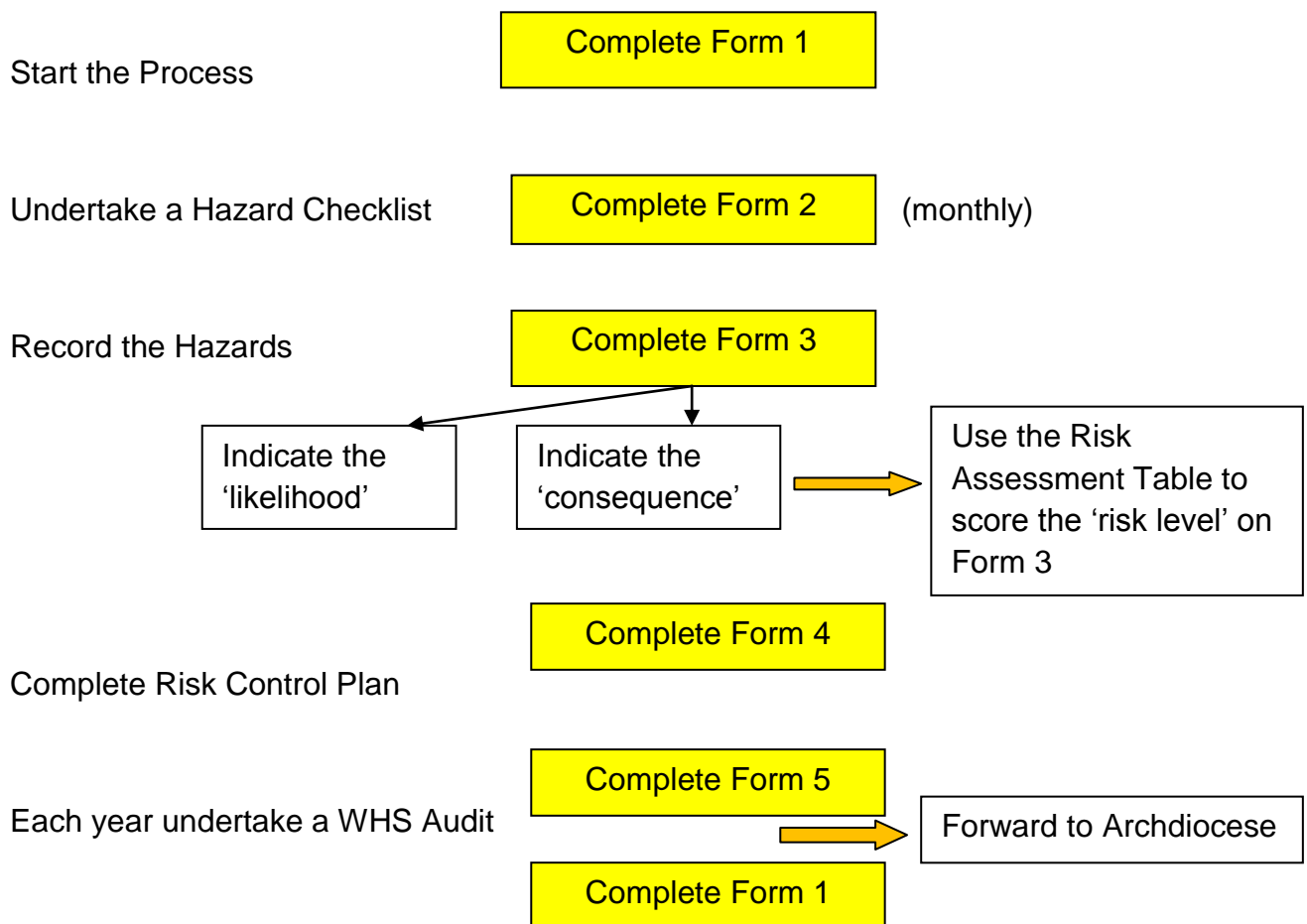
This manual has been designed to assist parishes/agencies in managing WHS issues within the Parish/Agency. It is a legal requirement that everything is done to protect the health, safety and wellbeing of all those who come in contact with the Church.

The manual is divided into five parts:

1. Hazard Identification, Risk Assessment and Control
2. Control of Properties
3. Travelling within the Parish/Agency
4. Use of Chemicals and Plant
5. Control of Programs

The following instructions are provided to facilitate the management of the WHS program within the Parish/Agency.

Hazard Identification, Risk Assessment and Control



Commencing the WHS Management Plan



Complete and submit **Form 1** to the Archdiocese Office (Attn. Victor Dunn) so that there is a record of where each Parish has started from.

Undertake a Hazard Checklist by completing **Form 2 or Form 2a**.

Transfer the identified Hazards to **Form 3** and on referring to the Risk Assessment Table calculate the 'consequences' and the 'likelihood'. Include the outcome on Form 3 in the Risk Level column.

Transfer the assessed Hazards to **Form 4** placing them in the relevant risk categories.

Process

- On a daily basis use the information on the Risk Control Plan (Form 4) to address the hazards that have been identified. Keep an eye on the parish facilities for emerging hazards.
- Each month a formal inspection of the parish facilities and buildings should be undertaken (Form 2) as a means of identifying anything that requires immediate attention and repair. This is particularly important in relation to those facilities that are out or used by bodies outside the direct involvement of the Church.
- Each quarter update the information contained in Form 3 from the outcome of the monthly inspection (Form 2).

As you complete the actions required on each of the items tick them off on your **Risk Control Plan**. When you complete the next quarter's survey go back to the previous quarter and ensure that all of the items mentioned on that survey have been fixed and if not fixed transfer forward to the current quarter's Risk Control Plan.

This document forms the basis of the daily activities you will need to implement to ensure that the hazards are corrected.

Note: where repairs involved licensed trade works such as electrical or plumbing this must only be done by qualified and licensed tradespersons.

- Annually complete the **WHS Audit Form 5** and submit this with an updated **Form 1** to the Archdiocese Office (Attn. Victor Dunn). This should be completed and submitted by the end of July each year so that the Archdiocese can prepare a consolidated report for the Archbishop to send to the Trustees of the Church.

Control of Properties



Inspect facilities

Complete Form 2

Complete hire agreement

Complete Form 6

Include a Copy of Form 7

Fire appliances

Complete Form 7

Every 6 months

Travel

Complete Form 8

In excess of 100 kms

Chemicals check

Complete Form 9

Every 3 months

As required

Every time a Parish facility is hired out or used by an outsider they should be inspected to ensure that they are fit for hire. This can be done using the same framework as outlined on **Form 2** (see above). This is to ensure that there are not damaged or broken facilities that might result in someone hiring the facility from being injured.

A formal Property Hire Agreement (**Form 6**) should be completed for each hire and kept on record. This is essential to ensure that both parties are fully aware of and have agreed to the conditions of hire of the facility. A copy of **Form 7** outlining the types of fire appliances should be provided to the hirer.

Fire and Emergency

Six Monthly

All fire appliances are to be inspected by the contracted fire inspection contractor. A guide to the types of fire appliances is shown at **Form 7** and this should be provided to each hirer in addition to **Form 6** (see above).



Travelling within the Parish/Agency

As required

Where travel within the Parish or on behalf of the Agency is to take place and involve long distances (more than 100km) or travelling at the end of the day (journey to commence or finish after 6pm) a Travel Planning and Tracking system shown at **Form 8** is to be used for each journey.



This form is to be completed and actioned as instructed and when completed it is to be held as part of the Parish records.

Use and Control of Chemicals and Plant

Monthly

As part of the monthly Hazard Checklist, inspect all plant and equipment to ensure that it is in good condition and that all safety guards are still in place and functional. If they are not or the equipment requires service contact your local service agent to arrange this.

Check that electrical testing and tagging is up to date (examine the current tag) and if it is due to be done again before the next monthly inspection contact an authorised person to update this.



Quarterly

As part of the quarterly Hazard Checklist, review the chemicals that you have on site and the details contained on the Hazard Substances Register shown at **Form 9**.

Update any changes and check that all MSDS are up to date (issued in last 5 years) if they are not, contact the Archdiocese Office for assistance.

Control of Programs in the Parish/Agency

The Church is required to ensure that all workers including volunteers are formally registered.

Volunteer workers

Complete Form 10

Volunteer drivers

Complete Form 10

Complete Form 11

Excursions

Complete Form 12

Fetes

Complete Form 13

Volunteers

For **volunteer workers** an application and registration process as shown at **Form 10** needs to be completed and retained on file. For **volunteer drivers**, in addition to the above form an additional volunteer driver's application and registration process as shown at **Form 11** needs to be completed.



Programs & Outings

From time to time the Parish/Agency will arrange programs or outings for members/clients of the Parish/Agency to participate in.

There is an obligation when organising such programs or



outings for members/clients of the parish/agency that the participants are not exposed to risk of injury or illness to an unknown or unacceptable degree. When an outing/program is being arranged a risk assessment must be carried out (**Form 12**) to identify the risks that may be present and to identify as part of the planning process how these risks will be controlled. This Risk Assessment must be taken with the outing or kept handy during the conduct of the program and then safely filed within the Parish/Agency records.

Fetes

It is necessary to undertake a risk assessment of the fete and its activities from a safety perspective. **Form 13** should be completed and used as part of the planning process.



SAFETY MANAGEMENT – The Six Elements

The Safety Management Plan that has been designed for the Archdiocese consists of the following five elements:



1. **Hazard Identification, Risk Assessment and Control (HIRAC)** – examining the workplace and activities within the workplace to identify what could injure people and developing and implementing controls.



2. **Control of Properties** – including letting them to groups outside the Church



3. **Travelling within the Parish/Agency** – managing the use of vehicles, travelling and fatigue management



4. **Use and Control of Chemicals and Plant** – developing specific controls on the use of chemicals and items of equipment



5. **Control of Programs in the Parish/Agency** – how to assess risks associated with parish/agency activities and the people involved, including excursions and outings
6. **Using Contractors** – it is important that all contractors work in a way that protects the health & safety of everyone at the workplace.

The Safety Management Plan will be kept under ongoing review to ensure that any changes to Legislation and Regulations are reflected in our operational controls and any updates will be provided to you as soon as they become available.

Confirmation of Implementation

At the time of setting up and each year in July, each agency and parish is to complete **Form 1** forwarding it to the Archdiocese to confirm that the WHSMS has been established and is still current and up-to-date.

This form should be sent along with the annual WHS audit form.



ELEMENT ONE – Hazard Identification Risk Assessment and Control (HIRAC)

Getting Started on Safety

Implement a process of workplace inspections that will identify those areas that need to be improved, repaired or replaced.

For example replacing a light globe so that dark areas in and around the parish/agency buildings are adequately lit or it may mean looking at putting in new steps, stairs or ramps so that people can get in and out of parish/agency buildings without the risk of tripping and falling.

Attached to this Safety Plan will be a number of documents. One of the first of these is a Health and Safety Hazard Checklist (**Form 2**).

Completing the Health and Safety Checklist

Once each quarter at the end of June, September, December and March use the Health and Safety Hazard Checklist to identify any hazards in the workplaces and properties used for parish/agency activities.

Each item should be looked at in relation to the whole of the parish/agency operations and an indication in the form of a tick or cross placed in the relevant column.

This report then forms the basis of developing a List of Hazards and assessing the risks associated with those risks and from this an action plan.

Many of the items identified will be relatively minor and able to be corrected with little effort and there may be a view that they are so minor that they should be just fixed and not reported.

It is important that all the items identified are transferred on to the Hazard List and Risk Assessment form and an Action Plan item developed in order to track what has been identified and what has been fixed along the way.

The completed form must be filed securely as it will be used when the next survey is undertaken as a means of checking that all the items identified on the last survey have been actioned and where possible corrected.

Completing the Hazard List and Risk Assessment

As outlined on **Form 3**, details of any item identified on the Checklist that is answered with a No (in the shaded box) must be transferred to this sheet to form the basis of a process of taking action.

Write each item onto the form and provide a brief description of the hazard. Using the tables on the form assess how risky the hazard is to the organisation. This is

important as it gives an indication of how urgently the hazard needs to be addressed. The higher the risk the higher should be the priority to fix the hazard.

Alongside each hazard that is identified, write the consequences and likelihood of something happening and using this look up the risk level in the table and write this on the form.

The risks are then transferred to the parish/agency Risk Control Plan (**Form 4**)

Completing and Using the Parish/Agency Risk Control Plan

Using the information from the Parish/Agency Hazard and Risk Assessment, transfer the details to the Parish/Agency Risk Control Plan under each of the Risk Headings, commencing with Extreme Risks. Complete this process for all the other assessed risks using the Risk Identification numbers from the Assessment form.

Against each risk identify, what needs to be done to overcome the risk. This could be eliminating the hazard by repairing or removing it, it could be substituting the hazard with something less hazardous (e.g., a safer chemical), it may be isolating the hazard by putting up a fence or barrier around it so its impact is reduced.

Use the Hierarchy of Controls starting at the top to determine the best way of dealing with the hazard. (See next page for examples of the Hierarchy of Controls)

Once the action has been identified then allocate a completion date for taking the action and allocate a person to be responsible for taking the action.

As each item is addressed mark them off on the form so that you can demonstrate that action is being taken.

Examples of Hierarchy of Controls

The following examples of the use of the hierarchy of controls as applied to safeguarding electrical appliances can be used as a guide to dealing with other hazards in the workplace.

Level of Hierarchy	Example
Elimination	<ul style="list-style-type: none"><input type="checkbox"/> Remove hazardous electrical plant from the workplace (if it is identified as being unsafe take it out of use)<input type="checkbox"/> Cease in-house operations of hazardous work (contract out work performed in house)
Substitution	<ul style="list-style-type: none"><input type="checkbox"/> Use low voltage electrical plant (use portable battery powered appliances rather than mains powered)<input type="checkbox"/> Substitute movable electrical plant for fixed. (enable isolation of electrical equipment if required)
Isolation	<ul style="list-style-type: none"><input type="checkbox"/> Place hazardous electrical plant in enclosures with restricted access (place physical barriers between hazard and people)<input type="checkbox"/> Place out-of-service tags on plant. (control use of hazardous plant until it is repaired)
Engineering	<ul style="list-style-type: none"><input type="checkbox"/> Use RCDs (safety switches) to protect socket outlets which supply electrical plant.

Administration	<input type="checkbox"/> Perform regular inspection and tests on electrical plant and electrical installations <input type="checkbox"/> Implement safe work practices, instruction and training.
Personal Protective Equipment	<input type="checkbox"/> Use rubber mats, insulated gloves, eye protection, boots, and head gear (also to be used in conjunction with above measures).

Annual WHS Audit

Once a year in July, each parish/agency is required to conduct a WHS Audit using the Parish/Agency WHS Audit Tool (**Form 5**) forwarding the completed form to the Archdiocesan office.



This is an essential part of managing safety as it confirms to the trustees of the Archdiocese that everything that needs to be done to manage safety in the parish/agency is being done.



ELEMENT TWO – Control of Properties

Within each parish there are facilities that are hired out or made available to individuals and groups both inside and outside the Church's direct activities.

One of the most significant exposures for the Archdiocese relates to the hire and use of its facilities and the potential for injuries to occur during this use and for claims to be made against the church's insurance provider.

To this end of it is essential that appropriate mechanisms and control over the hire of all church related facilities are in place.

Inspection of Church Facilities

On a regular basis all church facilities, particularly those likely to be hired must be inspected to ensure that they are in a fit and proper condition for safe hire.



On a monthly basis each facility within the parish that is regularly offered for hire should be inspected using the health and safety checklist shown at **Form 2**. Any items identified should be fixed as soon as possible prior to the facility being made available for hire on an ongoing basis and any long term items transferred to the Risk Control Plan for correction.

Property Hire Agreement

On each occasion that a parish facility is hired, a formal property hire agreement should be completed (**Form 6**) so there is a record of the hire and both the parish and the person or group hiring the parish facility clearly understand their respective responsibilities.



This property hire agreement needs to be completed and signed and kept on record within the parish.

Provision of Fire Extinguishers

The provision of fire extinguishers is vital to ensure the safety of people and property.



Fire extinguishers should be checked every six months by a competent organisation. **Form 7** provides a general guide as to the different types of fire extinguisher and their use.



ELEMENT THREE – Travelling within the Parish/Agency

One of the most dangerous aspects related to working within the Archdiocese is that of travel.

Many of the country parishes are spread over long distances and require parish staff to travel extensively. Often this travel involves early-morning starts and late-night finishes. Coupled with travelling alone this can result in extreme risk for those involved.

To protect staff that were involved in country travel from the dangers of long distance, out of hours and fatigue it is essential appropriate controls are instituted.

These controls start at the planning phase which means that when travel is being organised thought must be given to the time of day, distance to be travelled, activities are going to be undertaken during the day and whether the travel involves an overnight stop.

All travel activities need to be carefully planned. No one should travel by themselves without others within the parish/agency knowing about the travel, when the journey is to start and finish and knowing the route that is to be taken. It is prudent to have emergency plans in place if the traveller does not arrive at the expected time.

A checklist and travel tracking document has been developed and appears at **Form 8**.

Persons travelling should fill out this form and give it to the Parish Secretary or another responsible person within the parish/agency.

Person Travelling

Upon Arrival at destination either on the forward or return journey the traveller advises the parish priest or person holding the control copy of Form 8 that the journey has been safely completed.

Travel Controller

If advice of completion of journey is not received within half an hour of the estimated completion time take the following actions:

1. Contact by mobile phone, if possible.
2. Contact destination by phone, if possible.
3. If unable to contact within additional half hour, contact emergency services.



ELEMENT FOUR – Use and Control of Chemicals and Plant

Chemicals

Chemicals that may appear to be innocuous can be highly dangerous.

In a workplace even household chemicals that are taken for granted in homes become substances over which there needs to be control.. For example substances such as Methylated Spirits and Turpentine or oil based paints in a workplace can be highly dangerous.

In each workplace within the parish/agency a complete list of the chemicals located should be compiled with supporting information in the form of Material Safety Data Sheets (MSDS).

To prepare for the management of chemicals follow these steps:

1. Identify all chemicals on the site
2. Ask the question “Do we need all of these?”
3. If not dispose of the surplus chemicals properly.
4. Make a list of all the chemicals on Form 9.
5. Obtain a copy of the MSDS (see below) for each chemical on site.
6. Place it in a folder with the completed Form 9 at the front and keep it handy for the Emergency Services if needed.

Material Safety Data Sheets (MSDS)

A MSDS is a document that is created and supplied by the manufacturer of the chemical and must be supplied upon request. Many of the chemical production companies have these available from their website or these can be obtained by ringing the contact number on the chemical label on the product.

Storage of Chemicals

Chemicals should be stored in places where they cannot be accessed by people who do not have a legitimate use for the chemical. Pay particular attention to items that are stored in low cupboards and under sinks where there is a prospect that children may be able to access them.

Plant

The term plant is used to describe all the equipment that is used in the workplace.

It can be from the relatively simple such as a stapler to complex and dangerous such as a ride on lawn mower.

The main issue with plant from a safety perspective is making sure that people know how to use the plant properly and safely (they have been trained) as well as making sure that only those persons who have permission (authorised) can use the equipment.

Equipment should be regularly inspected for damage. Any damage should be fixed as soon as possible and if necessary the equipment taken out of service in the meantime.

This checking can be done by a visual inspection and should be done before the equipment is used on each occasion.

Electrical equipment must be regularly checked in the form of testing and tagging and this should be arranged through a competent person (the Archdiocese will be able to help arrange this).



ELEMENT FIVE – Control of Programs in the Parish/Agency

The control of programs within the agency or parish is essential to ensure the safety of those participating in the program as well as workers (volunteers) involved in running the program.

Mandatory controls in place for all workers (volunteers) working with children in both New South Wales and in the ACT are strictly adhered to within the Archdiocese.

It is important that proper records exist in relation to workers (volunteers) particularly where the worker is going to be driving people involved in parish/agency programs.

Volunteer Worker

A volunteer worker's application and registration form has been developed and the shown at **Form 10** (a 'letter of appointment' for volunteers is also available from the archdiocesan office or may be downloaded from the archdiocesan website). This should be completed for each volunteer worker so that we can best match the volunteer for the type of work available as well as having on record other details to use in the event of an emergency.



These records should be kept in a confidential file within the parish/agency

Volunteer Driver

Where the volunteer is also going to be driving persons that are participating in programs then additional information is required as outlined on **Form 11**. This form should also be kept in a confidential file within the parish/agency.



Program/Outing Risk Assessment

To ensure that all programs and outings that are arranged and conducted by the parish or agency are safe a process of risk assessment should be followed.



This process is outlined on the program/outing risk assessment checklist shown at **Form 12** and follows the basic principles of identifying all of the elements involved in the program or outing, assessing what risks each of those elements might present to those participating and develops appropriate controls are those risks.

The risk assessment process should be used as a tool to determine whether the program or outing can be conducted safely so that those people who are participating are not placed in harm's way.

Parish Fete

From time to time a Parish or Agency may run either directly or through some form of supporting network a fund raising activity that may take the form of a fete or other gathering such as a cake stall, food fair or the like.



These functions can present a wide range of risks both in terms of the organisation as well as their actual conduct from a safety perspective, not only for those involved in organising and conducting them but also for those members of the public attending the function.

A checklist has been developed and is shown at Form 13

ELEMENT 6 – Using Contractors

Contractors should be provided with a copy of Element 6. They should in turn make it available to their staff working at the parish/agency.

Contractors Must

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Comply, as far as they are able, with any reasonable instruction from the parish and/or archdiocese to allow the parish and/or archdiocese to comply with the Act, and cooperate with any reasonable policy or procedure of the parish and/or archdiocese relating to health or safety at the workplace that has been notified to workers.

Administrative Procedures

All contractors working on site must carry appropriate insurances, licences and tickets to undertake their work. The parish and/or archdiocese may request at any time to see evidence of same. It is a requirement that contractors submit copies of insurances and licences to the parish and/or archdiocese on an annual basis.

These may include: National Certificates of Competency, Public Liability Policy.

Safe Work Method Statements

The contractor should provide evidence of the contractor's Safety Management System. *Safe Work Method Statements* should be provided for all high risk tasks to be undertaken at the parish.

Prior to Commencing Work

All contractors must:

- Report to the parish office to sign in.
- Contact the parish priest and complete site induction and review *Safe Work Method Statement* for the work to be completed.
- Ensure that they are wearing correct PPE.

Personal Conduct

All contractors should conduct themselves in a manner that is respectful of visitors. This conduct includes:

- Maintaining a clean and neat appearance and wearing non-offensive clothing in good repair.
- Wearing protective clothing and equipment as required.
- Refraining from loud and offensive language.
- Not operating noisy equipment in close proximity to church services.
- Not smoking in restricted areas and not in the presence of parishioners or clients.
- Ensuring equipment/vehicles are driven safely and in compliance with municipal and state/territory road rules.

- Recognising potential hazards arising from their work and taking precautions to protect themselves, other workers and visitors.
- Responding positively to requests for information by either delivering the information or finding a worker to assist.

Drugs and Alcohol in the Workplace

Contractors must not bring illicit drugs or alcohol onto parish grounds. Contractors must not be affected by illicit drugs or alcohol while undertaking their work for the parish.

If a contractor is taking prescription medicines, the parish must be notified and any possible safety ramifications, such as drowsiness, be discussed and controls implemented to the satisfaction of the parish priest.

A contractor found to be working under the influence of illicit drugs or alcohol may have their contract terminated.

Electrical Equipment

All portable electrical equipment such as drills, grinders and extension leads must be in good repair and appropriately tested and tagged.

Machine guarding must not be removed.

Motorised Equipment

- Excavators and backhoes are only to be operated by certified operators.
- All equipment is to be used only for the purpose for which it was designed.
- All guards must be correctly fitted and in place.
- Passengers must not be carried on these plant items.
- Motor vehicles are to be driven only by contractors with appropriate licences.
- Fuel, oil, water, brakes and warning systems must be checked prior to use.
- Personal Protective Equipment, i.e. hearing and eye protection, gloves are to be worn as specified for each equipment item.

Ladders

All ladders must be tied securely and safely in position.

All ladders used on electrical work must be of wooden or non-conductive material construction.

Chemicals & Hazardous Substances

- Contractors must seek approval from the parish priest for chemicals to be used.
- Contractors must always use the least hazardous chemical that will give the effect required.
- The products to be used must be listed on the Safe Work Method Statement.
- Safety Data Sheet must be provided for all products used.
- All chemicals must be in original containers with labels intact.

- If products are required to be decanted then the new container must be labelled in accordance with WorkCover guidelines. Products must not be decanted into food containers.
- All chemicals must be removed from the parish at the conclusion of the project.

Emergency Procedures

The parish has prepared management plans to address emergencies in the workplace, e.g. fires and medical situations. In case of emergencies, contractors should contact the parish office for advice as to how to proceed and follow the direction of workers.

Identifying & Reporting Hazards

Before starting work take five minutes to identify hazards and plan your work.

1. Stop, step back, observe
2. Walk through task
3. Identify hazards
4. Control and communicate
5. Safely complete task.

Report all hazards that you cannot fix to the parish office or the supervisor.

Complete a hazard reporting form to ensure that the parish can rectify hazards identified.

Reporting Incidents & First Aid

All contractors must carry an appropriate first aid kit in their work vehicle whilst on site.

If assistance is required, the contractor should call the parish office for assistance. An ambulance will be called for serious incidents.

Contractors must report all injuries and identified hazards to the parish office and complete an injury report/hazard form.

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Element Two – Control of Properties

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Form 1 - Annual Confirmation of Implementation of WHSMS

(Note: This form must be completed and submitted to the Archdiocese every year along with the Annual Parish/Agency WHS Audit, Form 5)

Name of Parish/Agency:

Date:

This is to confirm that the work needed to establish and implement and Work, Health and Safety Management System in this Agency/Parish has been undertaken and the WHSMS is current and up to date.

The following elements are in place: (tick if completed)

- ☐ Archdiocesan WHS Policy is on display
- ☐ Workplace inspection has been conducted
- ☐ Risk Assessment of Hazards has been completed
- ☐ Risk Controls have been developed and Implemented

Signed:

On behalf of Parish/Agency Management



Form 2 - Parish/Agency Health and Safety Hazard Checklist

This checklist is a guide to help you identify common workplace hazards.

Please use Form 2 or 2a.

You will need to add or delete items relevant to your workplace. Ideally the checklist would be updated every quarter but at least every six months.

Manual Handling	N/a	Yes	No
Have you identified tasks which involve lifting, carrying, pushing and/or pulling and assessed the potential for risk of injury?			
Have your risk assessments taken into account posture, movement, forces, duration, frequency and environment factors such as heat and cold? (Refer to <i>Manual Handling Code of Practice</i> for guidance)			
Are objects handled easy to grasp, have no sharp edges and are not hot, cold, slippery or bulky?			
Is lifting from ground level or above shoulder height avoided?			
Is the work area, equipment and system of work designed to eliminate sideways twisting of the body, excessive bending or reaching?			
Are the work area, equipment and systems of work designed to minimise sustained or repetitive movements?			
Are mechanical handling aids (trolleys or hand trucks) provided where possible to make the task safer?			
Is there enough space to allow free movement while doing the task?			
Is training provided about risk factors and the proper technique to do the task?			

Equipment, Machinery and Tools	N/a	Yes	No
Is the correct equipment available and always used for each job?			
Are tools and machinery properly guarded?			
Are stop/start switches clearly marked and positioned within easy reach of the operator?			
Are operators trained to use tools, equipment and machinery safely?			
Do operators hold current licenses to perform work that requires certification?			
Has provision been made to safely store or dispose of waste or off-cuts?			
Is there sufficient workspace around machinery, for both operation and maintenance?			
Are tools, equipment and machinery regularly maintained (in accordance with manufacturer's instructions)?			
Is there a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and that other staff cannot inadvertently start them during maintenance and cleaning? (Danger Tag and Lock Out System)			
Are unsafe or faulty tools, equipment or machinery reported immediately?			
Are unsafe or faulty tools, equipment or machinery isolated or removed from use until they are repaired or replaced?			
Are repairs always carried out by authorised and competent persons?			
Are health and safety risks considered before modification or alteration to any tools, equipment or machinery?			

Work Environment	N/a	Yes	No
Is the workplace kept clean and tidy? (Rubbish bins suitably located and regularly emptied, oily rags and combustible waste kept in covered metal containers)			
Is there adequate storage for tools, equipment, stock or product supplies? (Storage designed to minimise manual handling problems, easy access, shelf racks and			

pallets in good condition)			
Have you ensured that things cannot fall onto people? (Goods cannot fall from height, shelving is securely fixed to floors and/or walls, stacks cannot fall over, people cannot walk under suspended loads, cargo barriers in vehicles)			
Is adequate ventilation provided to ensure a supply of sufficient clean air?			
Is air filtered to remove air-borne contaminants where necessary?			
Are people protected from noise exposure (if noise above 85dBA, protection must be provided)			
Is there enough light to perform tasks without eyestrain or glare?			
Is the working temperature comfortable?			
Are there sufficient fire extinguishers of the appropriate kind?			
Are the fire extinguishers checked every six months?			
Are first aid kits available/accessible?			
Is there a process in place for reporting accidents/incidents to the parish priest in the first instance?			
Do workers have access to clean and hygienic toilet and eating facilities?			
Moving Around the Workplace	N/a	Yes	No
Have you made sure people cannot slip, trip or fall when moving around the workplace? (Look for oil, grease, water, leads, hoses or cables on the floor)			
Are appropriate fall prevention methods implemented for all tasks undertaken at height? (Guard rails, scaffolds, harness systems, ladders and steps that are designed for the job)			
Do illuminated exit signs clearly identify exits from parish facilities such as churches & halls?			
Aside from signage is it easy to get in and out of the workplace safely? (Look for unblocked exits)			
Can traffic and people move safely around the work site? (Look for clearly marked walkways, physical separation of vehicles and walkways, clear vision at intersections, use of mirrors in blind spots)			
Are stairs, ladders and climbing platforms safe? (Fixed handrails, ladders secured when in use, anti slip treads on stairs)			
Are vehicle drivers trained and aware of hazards?			
Do vehicle drivers have safe delivery schedules and are loads always secured properly?			
Chemicals and Other Hazardous Substances	N/a	Yes	No
Is there an up-to-date list of all chemicals used in your business? (Cleaning products, solvents, paints, degreasers, petrol, inks, toner, oils adhesives, acids, acrylics and pesticides)			
Do you have current Material Safety Data Sheets (MSDS) for all chemicals and have you made these available to all workers using any of the chemicals?			
Have you assessed the risk of exposure (via inhalation, skin contact or ingestion) during transport, handling, storage and use of any of the chemicals?			
Are cleaning materials etc kept in their original approved containers? That is, not decanted and stored in items such as soft drink bottles or juice containers.			
Are all containers clearly labelled?			
Are chemicals and other hazardous substances stored safely? (In specific storage rooms or cabinets, separated from other reactive substances and away from ignition sources)			
Are workers trained in the safe use, handling, transport and storage of the chemicals they use?			
Is there adequate ventilation and fume extraction?			
Have you ensured that chemical and hazardous substances cannot spill, leak or			

otherwise escape into the environment during storage, handling, transport or use?			
Are all gas cylinders stored upright, secured against falling, away from heat and ignition sources and in a ventilated area?			
Is monitoring and health surveillance undertaken if required?			
Are chemicals and hazardous substances disposed of correctly?			
Is appropriate Personal Protective Equipment (PPE) provided and used? (Gloves and respirators)			
Electricity	N/a	Yes	No
Are electrical leads, plugs, sockets and switches in good condition (Not frayed or damaged)			
Have you ensured that there are no leads lying across floors or double adaptors used?			
Have electrical leads and power boards been inspected, tested and tagged?			
Is the location of power lines and cables checked before digging, drilling, using cranes, ladders or erecting scaffolding? (Overhead, underground or behind walls)			
Are portable electrical equipment items fitted with residual current devices?			
Working with Money			
Is there a safe process for counting, storing, handling & transferring money?			
Is banking done by more than one person &/or at different times of day?			
Are workers trained in cash handling procedures?			
Are workers trained in what they should do in the event of a robbery?			
Do workers always have a way of quickly & easily contacting assistance?			
Is there a surveillance or security system?			
Is there good internal & external lighting?			



Form 2a - Parish/Agency Health and Safety Hazard Checklist

This checklist is a guide to help you identify common workplace hazards.

Form 2a may be used instead of Form 2.

You will need to add or delete items relevant to your situation and it is recommended that a 'check' be undertaken every six months, preferably every quarter.

* MSDS = Material Safety Data Sheets

	ITEM	YES	NO	ACTION
1	Fire			
	Extinguishers are in place			
	Extinguishers are clearly marked & readily located			
	Extinguishers have been serviced in the last six months			
	The area around extinguishers is clear for a radius of 1 metre			
	Fire exit signs are in place			
	Fire exit signs are in working order			
	Exit doors are not blocked			
	Exit doors can be easily opened			
	Fire alarm is in working order			
	Emergency plan is displayed			
	There is safe access & egress			
2	Electrical			
	Power outlets accessible to children are appropriately covered			
	Electrical plugs, sockets, switches are safe			
	Frayed or damaged leads are removed			
	Portable power tools are in good condition			
	Temporary leads on the floors are appropriately covered			
	Testing and tagging of electrical items has been completed			
	Everything on the switchboard is clearly labelled			
	Electrical fittings & equipment are regularly inspected			
3	General Lighting			
	There is adequate illumination in working areas			
	There is good natural lighting			
	Light fittings are in good working condition and are clean			
	Emergency lighting is operational			
4	Walkways			
	Walkways are free of oil or grease			
	Carpets are wrinkle free with no obvious trip hazards			
	Walkways are clear of obstructions			
	Stairs (altar) are not blocked and are in good condition			
5	Amenities			
	Toilets are cleaned regularly			
	Bins are not overflowing			
	Tiled floors are free of chips or cracks causing sharp edges			
	Soap and handtowels are provided			
	Surfaces (including toilet seats & lids) are free of chips, cracks			
6	Work Areas			
	Benches are clear of clutter			
	Tools are stored properly			
	Benches are at an adequate work height			
	Work benches are free of sharp edges			

	Chair backs & seat heights are adjustable			
	Storage shelves are organised to minimise bending & stretching			
7	Sacristy			
	Fire extinguishers are in place			
	Floors are free from slip/trip hazards			
	Surfaces are free from chips and cracks causing sharp edges			
	Chemicals, cleaning products etc are stored correctly			
	MSDS are provided for chemicals where required			
8	Chemicals			
	MSDS are available for all chemicals			
	The MSDS register is available and up to date			
	Chemical containers are clearly and accurately labelled			
	All chemicals are stored in accordance with the MSDS			
9	First Aid			
	First aid kits and contents are clean and orderly			
	First aid kits are adequately stocked			
	First aid kits are readily accessible			
	A sign is displayed advising the location of the first aid kit			
10	Floors			
	Floors are even with no large cracks, holes or trip hazards			
	Floors are not cluttered			
	Floors are free from slip hazards			
11	Parish Centre			
	Fire extinguishers are in place			
	Electrical leads are safely covered			
	Electrical items are tagged and tested			
	Floors are free from trip/slip hazards			
	There is safe access and egress			
	Office machinery is regularly serviced			
12	Grounds and Garage			
	Power equipment maintenance is carried out			
	Power equipment is clean			
	There is adequate signage for parking (disabled and no parking)			
	There are MSDS for all chemicals and gardening products			
	Safe operating procedures exist for plant such as ride on lawn mowers			
	Pathways and walkways clear and unobstructed			
13	Display Material			
	The Archdiocesan WHS policy is signed and up to date			
	The Archdiocesan WHS policy is displayed			
	No smoking signs are displayed			
	A safety noticeboard is available and up to date			
14	WHS Information			
	The Archdiocesan WHS manual is available to volunteers			
	Incident report forms are available			
	Hazard report forms are available			
	An emergency evacuation plan is displayed			
	An assembly point after evacuation has been identified			
	Training records are up to date			

15	Working with Money			
	Is there a safe process for counting, storing, handling & transferring money?			
	Is banking done by more than one person &/or at different times of day?			
	Are workers trained in cash handling procedures?			
	Are workers trained in what they should do in the event of a robbery?			
	Do workers always have a way of quickly & easily contacting assistance?			
	Is there a surveillance or security system?			
	Is there good internal & external lighting?			



Form 3 - Parish/Agency Hazard List and Risk Assessment

Parish/Agency: _____

Date of Risk Assessment / / . Risk Assessment Completed by _____

Items answered **No** on the **Health and Safety Hazard Checklist** (Form 2) should be transferred to this document, with a brief Hazard Description. Then, using the **Risk Assessment Table** on the next page, determine what the Consequences and Likelihood are from the risk and allocate it a Risk Level from the table. This information will then be used in **Control the Risks in your parish/agency**.

Id #	Hazard Description	Consequences	Likelihood	Risk Level
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Five key points about assessing risk

1. The WHS Act requires all risks to be dealt with, whether the risk is serious or mild and whether controlling it is difficult or easy.
2. Assessment must include risks to non-workers (contractors and the public) who may be affected by your activities.
3. Where groups of workers are especially at risk (young workers, inexperienced staff or disabled workers), they must be considered as part of the assessment.
4. Review the original assessment before introducing new work practices, equipment, machinery or chemicals.
5. Never rely solely on common sense in determining safe behaviour, as it is much less common than is generally assumed.

Risk Assessment Table

Consequence (Physical Injury)

Level	Description	Example detail description
1	Insignificant	No injuries
2	Minor	No Injury/First aid treatment
3	Moderate	Minor Injury/Medical treatment required
4	Major	Major Injury/Hospital Treatment Required
5	Catastrophic	Death (or more than 1)

Likelihood

Level	Description	Example detail description
A	Almost Certain	Will Occur
B	Likely	Likely to occur in most circumstances
C	Possible	Likely to occur at some time
D	Unlikely	Remote possibility could occur at some time
E	Remote	Would occur only in exceptional circumstances

Level of Risk

	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	1	2	3	4	5
E Remote	Negligible	Negligible	Low	Low	Significant
D Unlikely	Negligible	Low	Low	Significant	Significant
C Possible	Low	Low	Significant	Significant	High
B Likely	Low	Significant	Significant	High	High
A Almost Certain	Significant	Significant	High	High	Extreme



Form 4 - Parish/Agency Risk Control Plan

Controlling risk in the workplace should be approached from the point of trying to eliminate the hazard as a first solution and then working down the “Hierarchy of Control” outlined below.

As a guide to what action should be taken at each level of risk, the following can be used as a guide:

- **Extreme** – Immediate Action Required – Resolve within 24 hours
- **High** – Senior Management Attention Required within 24 hours – Resolve within 48 hours
- **Significant** – Management Responsibility to Specify Attention within 24 hours – Resolve within 1 Week
- **Low** – Allocate Responsibility to Attend to ASAP – Resolve within 1 month
- **Negligible** – Resolve within 6 months.

Hierarchy of Control

- ❖ Eliminate the Hazard
- ❖ Substitute the Hazard with something safer
- ❖ Isolate the Hazard
- ❖ Use Engineering Controls
- ❖ Use Administrative Controls
- ❖ Use Personal Protective Equipment (PPE)

Risk Control Plan

Id #	Control Action Required	Completion Date	Responsible Person
	Extreme		

	High		
	Significant		
	Low		
	Negligible		



Form 5 - Parish/Agency Annual WHS Audit

Name of Parish/Agency	
------------------------------	--

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.

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	<input type="checkbox"/> Is a current copy of the approved Archdiocesan WHS Policy on display				
2	Safety Rules	<input type="checkbox"/> Are specific safety rules are on display on the notice board				
3	Housekeeping and Workplace Inspection	<input type="checkbox"/> Is the Work, Health and Safety Checklist are completed as recommended.				
4	Consultation and Participation	<input type="checkbox"/> Does the parish/agency consult with staff and volunteers on a regular and ongoing basis? <input type="checkbox"/> Is WHS on the agenda of regular meetings?				
5	Induction and Training	<input type="checkbox"/> Are all new staff/volunteers given a WHS induction when they start? <input type="checkbox"/> Is there a record created and filed of these inductions				
6	Hazard Management	<input type="checkbox"/> Is an update of the Hazard List and Risk Assessment created from each quarterly completed Health and Safety Checklist? <input type="checkbox"/> Is this used to update the Risk Control Plan?				
7	First Aid	<input type="checkbox"/> Do you have a First Aid kit in accordance with the First Aid Code of Practice? <input type="checkbox"/> Do you have a trained First Aid person available to render first aid if required?				

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
8	Emergency Response Planning	<input type="checkbox"/> Do you have an emergency evacuation plan for each of your buildings? <input type="checkbox"/> Is the emergency evacuation plan practiced every six months? <input type="checkbox"/> Are hirers of parish/agency property given a copy of the Emergency Evacuation Plan? <input type="checkbox"/> Are locations and operation of fire appliances readily known to all users of the facility? <input type="checkbox"/> Are all fire extinguishers checked every six months?				
9	Incident Reporting and Investigation	<input type="checkbox"/> Are all accidents, incidents or near misses reported immediately to the Insurer and the Archdiocese? <input type="checkbox"/> Is there a formal process of investigation to determine corrective action undertaken?				
10	Purchasing	<input type="checkbox"/> Are the safety aspects of purchasing new equipment considered before purchase is made?				
11	Manual Handling	<input type="checkbox"/> Have you identified all of the manual handling tasks associated with your parish/agency? <input type="checkbox"/> Have these Manual Handling Tasks been assessed to determine whether they present a risk of injury to workers or volunteers? <input type="checkbox"/> Can all materials be lifted & carried easily?				
12	Occupational Health Controls	<input type="checkbox"/> Have parish/agency buildings been checked for asbestos. <input type="checkbox"/> If asbestos has been identified do you have an Asbestos Management Plan in place? <input type="checkbox"/> Is your location free of continuous noise, dust or chemical exposures.				
13	Management of Chemicals and Hazardous Substances	<input type="checkbox"/> Is there a list of all chemicals and hazardous substances used at the parish/agency location? <input type="checkbox"/> Is this list readily available to all persons who use the Hazardous Substances? <input type="checkbox"/> Are Material Safety Data Sheets (MSDS) held for each Hazardous Substance? <input type="checkbox"/> Are they up to date?				

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
14	Contractors	<input type="checkbox"/> Is there a list of approved contractors that are used for repairs and maintenance within the parish/agency? <input type="checkbox"/> Do you require details of current insurance coverage from each contractor used on an annual basis? (Public Liability and Workers Compensation) <input type="checkbox"/> Are Contractors given a site safety induction and provided with a copy of any local safety rules before they start work?				
15	Electrical Testing and Tagging	<input type="checkbox"/> Are all portable electrical appliances tested and tagged? <input type="checkbox"/> Are all circuits fitted with RCD's and tested regularly?				
16	Working at Heights	<input type="checkbox"/> Are all working at heights risks identified? <input type="checkbox"/> Is any work at heights restricted to "competent persons" (see definition of 'work at heights')? <input type="checkbox"/> Is unauthorised access to roofs etc, controlled?				
17	Notification to WorkCover Authority	<input type="checkbox"/> Have any injuries or dangerous occurrences been reported to WorkCover since the last audit? <input type="checkbox"/> Are copies of the reporting requirements readily available? <input type="checkbox"/> Are copies of notifications sent to the Archdiocesan Office?				
18	Rehabilitation of injured or ill workers	<input type="checkbox"/> Have any injuries involving more than 7 days off work been jointly managed with Catholic Church Insurances Rehabilitation Unit?				
19	Creating and Keeping Documentary Evidence	<input type="checkbox"/> Are all records (copies of this audit, copies of induction and training records and workplace inspections) kept in an accessible location? <input type="checkbox"/> Are all documents with a review date reviewed in accordance with the agreed timeframe?				
20	Penalties for Breach of Duties	<input type="checkbox"/> Are all persons reminded on an annual basis of their duties under the WHS Act and the penalties that apply for breaches?				
21	Working with Money	<input type="checkbox"/> Is there a safe process for counting, storing, handling & transferring money? <input type="checkbox"/> Is banking done by more than one person & at different times? <input type="checkbox"/> Are workers trained in what they should do in the event of a robbery?				



Form 6 – Property Hire Agreement

PARISH (Owner)			
ADDRESS			
DESCRIPTION	(Hall, canteen etc.)		
HIRER			
ADDRESS OF HIRER			
DATE FROM		DATE TO	
AGREED FEE		BOND	

Hirer conditions:

1. To hold harmless the owner of the property of all damages, costs, actions demands and claims, which may be sustained by all suffered by the owner or its employees arising out of the hire of this property.
2. To provide evidence of public liability insurance and indemnity of not less than \$10 million covering any damage to the hired property or any legal liability that may arise from the use of the hired property.
3. To keep the hired property in good repair and condition, returning it in the same state as it was at the commencement of the period of hire.
4. To reimburse the owner of the cost of repairing any damage incurred to the hired property or its contents during the period of hire.
5. Not to permit alcohol to be consumed or brought on to the hired property.
6. To allow the owner or its employees access to the hired property during the period of hire for the purposes of inspection.
7. Not to remove from the hired property contents or fixtures belonging to the owner.
8. To use the hired property in a manner that will not annoy, disturb, interfere with or damage property belonging to the owner, tenants, occupiers of the hired property or occupiers of other properties in the neighbourhood.
9. Not use the hired property in a manner which could cause a risk to the health and safety of others.
10. Not to bring equipment or materials on to the hired property without the prior permission of the owner.
11. Not carry out any activity on the hired property which may prejudice the insurance cover on the hired property.
12. To obtain any permits required in relation to the hirers use of the hired property.
13. To ensure that, if engaging in a regulated activity, all representatives have current recorded registration of either Working With Vulnerable People and/or Working with Children Checks. *Parish representatives may, from time to time, request proof of compliance from entities renting the Parish property. Additionally, the Parish may request a statement from entities renting Parish property acknowledging that they are aware of the relevant WWVP and WWCC Acts and are in compliance with their mandates.*
14. This agreement is deemed to be cancelled immediately should any of the above conditions not be met by the hirer.
15. Either party can terminate this agreement by giving 28 days written notice.

Note:

Playgroups with parents and their children are not regulated activities unless the Church provides a playgroup supervised/operated by a parishioner. If a parent chooses not to accompany their child to an unregulated activity then it should be recorded.

Parish Priest	Date
Hirer	Date



Form 7 – Fire Extinguisher Use (Reference)

Type of Extinguisher	Colour	Type of fire				Comments
		Wood, textile, paper or cloth	Fat, petrol or oil	Live Electricity	Motor Vehicles	
1. Water	Solid Red	Yes	No	No	Yes	Dangerous if used on electrical fires
2. Foam	Red with Blue Band	Not Suitable	Yes	No	Yes	Dangerous if used on electrical fires
3. Carbon Dioxide	Red with Black Band	Not suitable	Yes	Yes	Yes	Not suitable for outdoor use as CO ₂ will dissipate in air
4. Dry Chemical Powder	Red with White Band	Not Suitable	Suitable but not as effective as 2 or 3	Yes	Yes	Can cause serious damage to sensitive electrical and electronic equipment
5. Fire Blanket	Red Bag on wall	Not Suitable	Yes	No	No	Used in kitchens only where cooking using fat or hot oil takes place.



Form 8 – Travel Planning and Tracking

Parish/Agency: _____

Date of Travel: _____

Outward Journey

Person/s Travelling: _____

Starting Location and Time: _____

Destination: _____

Expected Arrival time: _____

Return Journey

Person/s Travelling: _____

Starting Location and Time: _____

Destination: _____

Expected Arrival time: _____

Safety Check:

Person Travelling

Upon Arrival at destination either on the forward or return journey advise person in parish/agency who is holding control copy of this document that journey has been safely completed.

Travel Controller

If advice of completion of journey is not advised within half hour of estimated completion time take following actions:

Contact by mobile phone, if possible.

Contact destination by phone, if possible.

If unable to contact within additional half hour, contact emergency services.



Form 9 – Hazard Substances Register

Location: _____

List all substances on premises

Substance (description/name)	Material Safety Data Sheets (MSDS) Obtained Yes/No	Hazardous Yes/No	MSDS in Folder

Document Dated: _____

Next Review: _____

Prepared by: _____



Form 10 – Volunteer Worker's Application and Registration

Confidential

Parish/Agency _____

Name of Applicant _____ Date of birth _____

Address		
Telephone:	h	M
Email:		

Whilst assisting as a volunteer, it is expected that your conduct will always be consistent with the teachings & ethos of the Catholic Church. You are also required to adhere to the policies & procedures of the Archdiocese; to abide by work health & safety obligations, including exercising due care for the health & safety of yourself & others.

If your position requires engaging in a regulated activity, it will be necessary for you to obtain a valid & current Working with Vulnerable People (ACT) registration or a Working with Children Check (NSW) at all times. You are required to provide to the parish evidence of valid registration. In the ACT the front & back of the WWVP card must be provided. In NSW, your registration number must be provided & will be verified by the Archdiocese. If your registration is varied, suspended, cancelled or expires for whatever reason you are required to immediately notify the parish.

You agree to respect the confidentiality of information to which you may have access during your time as a volunteer & you must not, at any time, for any reason, directly or indirectly, use or disclose any personal or confidential information to another party unless authorised to do so. Confidential information includes, but is not limited to:

- personal information about individuals, or their families, engaged by the parish or seeking assistance or access to services or participating in activities provided by the parish;
- information about the finances of the parish or Archdiocese;
- computer data bases and computer software; and
- all other information obtained whilst you are a volunteer that is, by its nature, confidential or personal information.

Details of any skills or qualifications you may have e.g. Electrician, Carpenter, Accountant

--

What Ministry would you like to be involved in?

--

What type of work would you like to perform?

Referees (please provide the names and contact numbers of persons able to act as referees:

Pastor:	Tel:
Employer:	Tel:
Personal:	Tel:

I confirm that the information I have supplied on this form is true and correct to the best of my knowledge. Should it be found that the answers are untrue, I understand that may be grounds for dismissal from the position held. I accept that the Church may contact the referees mentioned in this document. I agree to release and hold harmless from liability any person or organisation that provides information, and that a copy of this application can be sent to any referee mentioned herein. I also agree to hold harmless the church, its officers, employees and volunteers in relation to the use of this application or information contained herein. I waive any rights I may have had to inspect references on my behalf.

Signed: _____	Dated: _____
---------------	--------------



Form 11 – Volunteer Driver’s Application and Registration

Confidential (attach to Form 10 Volunteer Worker’s Application and Registration)

Parish/Agency _____

Name of Applicant:

Current Licence Number:

Expiry date:

Type of License/s Held

Are there any restrictions on your license? (if yes provide details)

Provide details of any vehicle accidents in which you have been involved as a driver in the past five years

Give details of any traffic offences you have been convicted of in the past five years (except parking offences)

Is your vehicle comprehensively insured? (if so please provide details)

All voluntary drivers must have insurance coverage. Without insurance drivers are not permitted to act as a volunteer driver. Please attach a photocopy of current driver’s license to this completed form

I confirm that the information I have supplied on this form is true and correct to the best of my knowledge.

Signed:

Dated:



Form 12 – Program/Outing Risk Assessment

Name of Parish/Agency: _____ Date of Outing/Program Risk Assessment: _____

Details of Outing/Program being assessed:

Person in Control of Outing/Program and contact details:

Program Risk Assessment:

Program Element	Risk Potential (what could impact on the health, safety and wellbeing of people involved)	Risk Score (See Template)	Risk Controls (what can we do to control Risk Potential)	Any Residual Risk (any elements that cannot be controlled completely)
Who is involved in the Program: (i.e., young people/children, older people, people with disabilities)				
Where is the Program conducted(i.e., Parish hall, church building, agency facilities)				
What are the specific activities involved in the program and what, if any tools or equipment may be used in the program.				

Outing Risk Assessment

Outing Element	Risk Potential (what could impact on the health, safety and wellbeing of people involved)	Risk Score	Risk Controls	Any Residual Risk
Who is involved in the Outing: (i.e., young people/children, older people, people with disabilities)				
Where is the Outing to and what transport arrangements are required (bus/car).				
What are the specific activities involved in the outing, what are the persons on the outing going to do at the destination location?				
What arrangements need to be made for rest/toilet breaks and/or meals during the Outing?				
Has the risk assessment from the destination location identified any additional risks not already identified? (If yes, list them)				

Consequence Rating Table

Rating	Time	\$\$	Reputation	Safety
Severe	Organisation unable to function for more than 1 week – organisational continuity threatened	\$100k	National damage to reputation and National media coverage	1+ deaths
Major	Organisation unable to function for between 2 days and 1 week – organisational activities suspended	\$50k	National damage to reputation. Local outrage and local media coverage	Major injury
Moderate	Organisation unable to function for 1 to 2 days – activity cancelled	\$10k	Adverse media coverage Criticism by significant segment of local community	Minor injury
Minor	Organisation unable to function for less than 1 day – activity rescheduled	\$5k	Criticism by minor segment of local community	Nil injury
Insignificant	Organisation unable to function for up to 2 hours – activity delayed	Up to \$2k	Internal criticism	Nil injury

Likelihood Rating

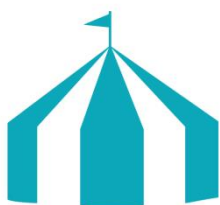
Scale	Criteria to be used to establish rating
Almost Certain	Will occur. Circumstances or situations are likely to arise often throughout the planning / project period in which provide the opportunity for crystallisation of risk. Expect frequent, regular occurrences.
Likely	Likely to occur more than once in the planning period but not an 'everyday' occurrence. Preconditions will arise at times throughout the period.
Possible	Likely to occur at least once but not expected to occur much more than this in the planning period.
Unlikely	Not likely to occur in the planning period. A small, but remote chance of occurrence due to circumstances/situations that could arise.
Remote	Would only occur in highly exceptional circumstances that are unlikely to exist in any planning period. Extremely remote chance of occurrence in planning period. 'Once in a lifetime' event.

Determination of Risk Level

CONSEQUENCE LIKELIHOOD	Insignificant	Minor	Moderate	Major	Severe
Remote	Negligible	Negligible	Low	Low	Significant
Unlikely	Negligible	Low	Low	Significant	Significant
Possible	Low	Low	Significant	Significant	High
Likely	Low	Significant	Significant	High	High
Almost Certain	Significant	Significant	High	High	Extreme

Tolerable risk level and management action required

Scale	Management action required
Extreme	Urgent and immediate action required. Close monitoring by Management. Spot review with Executive management report to Board immediately for intervention and advice
High	Attention required. Senior management oversight for decision on changed processes. Report to Executive Management and Board.
Significant	Attention required prior to activity. Monitor and report to Executive Management on effectiveness of proposed treatments.
Low	Watching brief required as part of activity management responsibilities. Update risk assessment to confirm rating and effectiveness of controls.
Negligible	No management action required.



Form 13 – Fete Planning Checklist

When organising a Parish/Agency Fete there are a number of aspects that need to be considered from a Safety and Risk Management Perspective.

The following checklist can be used as a means of identifying the issues that require management.

Issue	Yes/No/NA	Notes
1. Are permissions required to hold event? (Council Permits etc) If yes, in whose name should they be obtained?		
2. Is there safe access to and egress from the area where the fete is to be held? Have you considered disabled access or access for the elderly?		
3. What type of activities will be held?		
4. Are there any commercial rides involved? If yes, do the owners of these rides have appropriate insurance coverage? (Obtain copies of Certificates of Currency)		
5. Have you considered contingency arrangements for bad weather? Do you have a response plan in the event of high winds to secure all loose items?		
6. Are any electrical appliances going to be used? If yes, they must be tested and tagged to ensure they are safe. (including privately owned ones)		
7. Is there going to be any preparation or sale of food stuffs? If yes, need to check food hygiene & handling.		
8. Will gas be used to cook food such as deep frying or BBQs? If yes, need to ensure gas bottles are less than 10 years old for safety purposes.		
9. If cooking using gas, fire appliances (CO2 extinguisher & fire blanket) must be available.		
10. Will all stalls be manned by or supervised by a competent adult?		
11. Who will act as the "Person in Control" of the event & maintain general supervision of the activities?		
GENERAL NOTES		



Form 14 – Training Checklist

Have those people who have WHS responsibilities received training that enables them to meet the mandatory obligations and requirements set out in the acts and regulations? In particular:		Yes	No
1	Training in consulting with workers and relevant other?		
2	Training in risk management?		
3	Do they understand the scope of their responsibilities?		
4	Are they familiar with the Archdiocesan (parish) OH & S Policy		
Other Training			
5	Do all workers (volunteers) receive induction training?		
6	Does induction training include the Archdiocesan OH & S Policy		
7	Have those who are members of the parish WHS Committee undertaken training courses?		
8	Have the training needs of parish workers (volunteers) been identified?		
9	Has a training program with a time frame been formulated?		
10	Is the training program reviewed at least on an annual basis?		
11	Is training and instruction carried out by qualified and competent people?		
12	Is the content and method of the training and instruction documented?		
13	Is up-dating training provided from time to time?		
14	Have all people in positions of authority received OH & S training?		
15	Is there an induction program and training for visitors and contractors?		



Form 15 - Home Safety Hazard Checklist

PARISH GROUPS AT HOME - HOSTS

Work Health and Safety in the Home

This Checklist is a guide to help Hosts identify common hazards.
Not all items identified may be relevant in which case they should be marked N/A.
This Form should be completed by the Host and given to the Parish Priest prior to the first meeting.

Criteria	Outcome		
Access	N/A	Yes	No
Are floor surfaces free from trip and slip hazards including; cords, bags, boxes etc?			
Are the floor surfaces even for example – no torn carpets?			
Emergency	N/A	Yes	No
Are there smoke alarms fitted within the house? Are they in good working order?			
Does the home have a stocked first aid kit?			
Designated Area	N/A	Yes	No
Have you ensured there are no items that can fall onto people i.e. shelving secure?			
Is the sufficient lighting in the room?			
Is there adequate seating for the participants?			
Is the area clean and tidy?			
Moving Around the Home	N/A	Yes	No
Can people move around safely (around the areas they will be required to pass through)?			
Are the entry and exits to the home safe i.e. good lighting, home easily accessible?			
Are stairs safe i.e. fixed handrails, non slippery surface?			
Is there access to clean and hygienic toilet/bathroom facilities?			
Electrical	N/A	Yes	No
Are all electrical items within the designated area, to be accessed, in good condition with no tears, rips, distortion or damage to the lead or plug?			
Are all leads positioned to avoid risk of tripping or potentially damaging the lead?			
Are there safety switches or earth leakage circuit breakers installed?			
Have gas services been tested or serviced recently to determine leakage risk?			
Miscellaneous	N/A	Yes	No
Have you received the necessary information to enable you to hold meetings at home safely?			

Host's name: _____

Date: ____/____/____

Signature: _____

Received by: _____

Date: ____/____/____

Signature: _____

This Checklist should be completed annually

Risk Control – Steps Taken

To be completed by the person responsible for controlling risks identified

Risk assessment on hazards conducted?

☐ Yes ☐ No

Attach risk assessment where applicable

Control measures implemented?

☐ Yes ☐ No

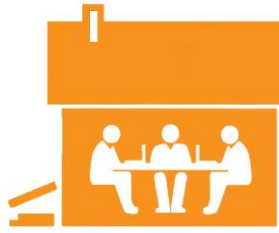
Please describe the control measures implemented:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Completed by: _____

Date: ____/____/____

Signature: _____



PARISH GROUPS AT HOME

For Parish Priests

Work Health and Safety in the Home

OBLIGATIONS

The *Work Health and Safety Act 2011* came into effect on 1 January 2012. This document is to assist you to meet your obligations under the WHS Act with respect to volunteers of the Parish. Parish priests have a duty to exercise due diligence to assist in ensuring the health and safety of volunteers 'so far as is reasonably practicable' while they are 'working' in parish activities. Everyone who does 'work' in the Parish will be considered a worker and 'workplaces' will extend to anywhere the work is conducted, by definition under the WHS Act. This means when parishioners host a parish group in their own home, the area of the home where the meeting is held and where participant's access becomes a 'workplace'. This parish work could include bible study groups, liturgy meetings or any parish activity.

PURPOSE

- To assist Parish Priests to comply with their obligations under the WHS Act
- To create a safe environment for all those participating parish activities in people's homes
- To provide Parish Priests with documents to distribute to volunteers who are holding meetings in their homes on behalf of the parish
- To provide volunteer hosts direction as to their WHS responsibilities with respect to hosting meetings

WHAT YOU NEED TO DO

1. Hand the attached WHS Information Sheet and WHS Home Safety Hazard Checklist (checklist) to hosts before they host a meeting in their home
2. Talk through the items within in the information sheet and checklist
3. Ensure that you receive a completed checklist from the host prior to their first meeting
4. Review the completed checklist carefully, discuss and develop actions for minimising or eliminating a hazard prior to the meeting
5. Follow up to ensure any agreed actions have taken place prior to the meeting
6. Complete or organise the completion of the risk control report to document control measures taken
7. Document all action that has taken place throughout the process, incidents that have occurred and newly identified hazards and risks (the host may inform you of these immediately after a meeting)
8. Ensure a checklist is completed every 12 months as a minimum standard

CONTACT: Victor Dunn – (02) 6201 9871 if you have any concerns or queries



PARISH GROUPS AT HOME

For HOSTS

Work Health and Safety in the Home

KEEPING YOUR VISITORS SAFE

To take reasonable care of your health and safety and the health and safety of those who attend parish activities or meetings *in your home*, it is necessary for you to identify the areas of your home where visitors attending the meeting may go and complete a Home Safety Hazard Checklist (checklist) focusing on these areas. The areas may include; exit/ entry, walkways, the meeting area, bathroom or kitchen. A hazard checklist should be completed annually.

WHAT YOU NEED TO DO

Prior to the first meeting

- When you agree to host a meeting or activity, complete a checklist by walking through your home to identify each of the items in the checklist
- Do not complete an outcome for items of which you are unsure - mark any queries on the checklist
- Return and discuss the completed checklist with the parish priest and discuss any outcomes you were unable to complete or areas of concern identified during the course of completing the checklist
- Ensure agreed actions are developed and followed up i.e. make necessary changes or improvements
- Immediately prior to a meeting beginning, walk through the home with a copy of your checklist to ensure you have considered all the risks and eliminated or minimized the risks within the areas of the home that will likely be accessed by visitors at the meeting

At the Start of the Meeting

- Inform the visitors of house exit points and safety equipment such as fire extinguishers
- Inform the visitors of any potential hazards
- Ask participants/visitors to be aware of their own and other people's health and safety and to tell you if they become aware of potential hazards in the home

After the Meeting

- Report any incidents or concerns to the parish priest as soon as possible after the incident occurs

Report any newly identified risks or hazards to the parish priest and develop agreed actions in anticipation of future meeting.



Form 15a – Protecting Presbyteries against Burglary

Risk	Yes	No	If no, actions required
Are boundary fences & gates free from wear or damage?			
Are trees & foliage near presbytery windows regularly pruned & cut back from the presbytery?			
Are external doors & windows all fitted with locks?			
Are the external doors & locks in good working order?			
Is there are security alarm installed?			
Are windows & security screens free from wear or damage?			
Are automatic or manual security lights in operation?			
Is the garage secure?			
Are all filing cabinets & safes locked when not in use?			
Are all filing cabinets & safes located in a room that can be securely locked?			
Are keys for vehicles, filing cabinets, safes & parish buildings stored in a lockable cabinet or safe?			
Is there a key register recording all who hold keys to the presbytery, filing cabinets & safes?			
Is the key register regularly reviewed?			
Is the key register up-to-date?			
If cash is kept on the premises is it in a securely locked safe or filing cabinet?			
Are all credit cards & cheque books kept in a securely locked safe or filing cabinet?			
Are the cash & other funds received by parish regularly deposited with the bank?			



Form 16 - Induction

Induction is about providing new workers and/or contractors accurate information about their work, safety expectations and safety procedures such as where the first aid kit is located, the emergency evacuation plan, exits, fire extinguishers.

General Information

Participants could be provided with information about:

- The parish: parish structure, role of the parish council and the parish finance committee, the school.
- The goals of the parish: what the parish is trying to achieve, the strategic plan, insight into the hopes and aspirations of the parish.
- Reference and copies of parish and archdiocesan policies: the Archdiocesan WHS Policy, parish policies in relation to evacuations, health & safety, bullying & harassment, privacy.

Specific Information

- Details of the tasks in which workers are to be engaged, that is, the specific tasks that workers will undertake.
- Introduction to supervisors and colleagues.
- Clear instructions about the importance of taking care of their own safety, being conscious of steps, floor surfaces, the location of exits, first aid facilities, access to fire extinguishers, use of protective equipment.
- Reference to safe operating procedures as appropriate, for example, the safe handling of chemicals or cleaning materials, working alone or out of sight of other workers, safe lifting in order to minimise stress on the spine and reduce the risk of developing a lower back injury.
- Safe use of machinery and equipment particularly small plant (mowers, cement mixers, ladders, trestles, wheelbarrows and shovels) and portable power tools (saws, drills, screw drivers, grinders, sanders). An experienced operator should detail the appropriate application techniques required for small plant and portable power tools and the correct tool for different jobs. In this regard reference should be made to electrical safety with respect to residual current devices, electrical lead tagging and the tagging of electrical tools and equipment.
- Depending on the nature of the tasks there could be need to draw attention to personal protective equipment such as foot protection, clothing, safety glasses, dust masks, hearing protection, hand protection, head protection.
- Attention should be drawn to how workers may direct any complaints that may arise as an outcome of being involved in the activity particularly in relation to stated archdiocesan policy.

Risk Assessment

Prior to any activity involving cleaning or gardening etc. a risk assessment should be done of the type of activities that are likely to be undertaken, for example, carrying buckets of water, using wheelbarrows, digging trenches. The organisers should consider the nature of the tasks identifying those actions which should be brought to the attention of the workers as carrying a risk.

- **LIFTING:** risks factors would include: weight of the load, size and shape of the load, manual handling skill, actions and movements, working posture and position when lifting, duration (frequency) of the manual handling task, location of the load and the distance to be moved. Whilst there are not prescribed maximum weight limits (due to age, gender) workers should not lift more than 16kg.
- **LIFTING SAFELY**
 - *Try to break down the load into smaller parts; check the pathway and clear any obstacles, check if doors need to be opened; test the weight of the load by lifting one corner.*
 - *Stand with feet shoulder width apart and in a staggered stance, move in close to the load, bend knees, keep head straight and maintain the spine's natural curves, pull the load close to the body, secure grip, use a smooth controlled motion to lift the load, avoid twisting or turning body when lifting and be sure to use feet to change direction.*
 - *When setting the load down keep feet apart and in a staggered stance, get as close as possible to the area where load is to be placed, bend knees, keep head upright and maintain spine's natural curves, keep the load close, once the load is where required release grip.*



Form 16 – Induction Checklist

Name of parish/agency:			
Date:	Facilitator:		
THE PARISH	Yes	No	N/A
Introduction to supervisor & colleagues			
How the parish is organised			
The role of the parish council			
The role of the parish finance committee			
Parish goals & strategic plan			
Archdiocesan WHS policy			
Evacuation/emergency plan			
Bullying & Harassment Policy			
Privacy Policy			
Job description & responsibilities			
Leave entitlements			
Notification of sick leave or absences			
SPECIFIC SAFETY MATTERS	Yes	No	N/A
Location of exits; fire extinguishers; fire blankets; first aid kits.			
Handling of cleaners & chemicals.			
Trip hazards.			
Worker responsibility for personal safety & reporting.			
Use of protective equipment.			
Use of electrical devices (leads & tagging)			
SPECIFIC TASKS	Yes	No	N/A
Operation of mowers			
Operation of cement mixers			
Use of ladders (height) & trestles			
Use of wheelbarrows & shovels			
Operation of saws & drills			
Operation of grinders & sanders			
Consideration of hearing protection, safety glasses, dust masks			
Consideration of foot, head & hand protection			
Cleaning activities			
Cleaning up after the task & relocating equipment & materials			



Form 16b – Induction Checklist

Name of parish/agency:			
Start date:	Facilitator:		
Induction date:	Position:		
WORK AREA	Yes	No	N/A
The worker has been shown work area(s)			
The worker has been shown amenities.			
WORKPLACE HEALTH & SAFETY	Yes	No	N/A
WHS policies & responsibilities have been provided & explained.			
The archdiocesan policy on bullying, discrimination & harassment have provided & explained.			
The incident & hazard reporting process have been explained.			
The worker has been informed as to any risks to health & safety associated with performing his/her work.			
EMERGENCY PROCEDURES	Yes	No	N/A
Accident & emergency procedures including the fire evacuation procedures have been explained.			
The worker has been shown the emergency exit areas.			
The worker has been informed about bomb threat procedures.			
The names & locations of fire wardens have been provided.			
FIRST AID			
The worker has been advised of the name & location of first aid officers.			
The worker has been informed as to the location of the first aid kit.			
The worker has been informed of the injury reporting procedures.			
WORKPLACE SPECIAL NEEDS			
The worker has been asked if there are any special needs with respect to work health & safety (and they have been noted).			
Worker signature:	Date:		
Facilitator signature:	Date:		



Form 17 – First Aid Procedures & Responsibilities

In the event of an accident or injury, staff & visitors should follow the procedure outlined below:

1. Immediately seek assistance from First Aid personnel
"[INSERT STAFF MEMBERS NAMES, LOCATIONS & CONTACT DETAILS]" or another staff member as appropriate.
2. If necessary call emergency services on "000".
3. Once the accident or injury is attended to, complete an entry in the Incident Injury register located "[INSERT LOCATION]" .
4. Advise your parish priest/manager and the Archdiocesan WHS Officer.

Location of First Aid Kits

First aid kits are located:

- "[INSERT LOCATION]"
- "[INSERT LOCATION]"

First Aid Kits will be provided & maintained in the workplace & be readily accessible in the case of emergency, with sufficient signage that is clearly visible. The name & work location of the First Aid Officers will be clearly marked on or next to the kits.

All workplace vehicles also carry an approved portable kit.

First Aid Officers

Staff with appropriate & current qualifications obtained from a nationally recognised First Aid training provider, may be appointed as First Aid Officers by the parish priest/manager. First Aid Officers must fulfil their responsibilities & maintain their current qualifications in order to continue with their appointment. The parish priest/manager will endeavour to have staff members appointed as First Aid Officers at all times.

Training of First Aid Officers

The parish/agency will pay or reimburse approved first aid officers for the cost of undertaking a first aid course & for their time to attend the course during working hours where they have been appointed as a parish/agency First Aid Officer. If approved, First Aid Officers are to renew their certificate prior to the expiry date.

Responsibilities of First Aid Officers

- ☐ First Aid Officers are responsible for the initial care of all ill or injured workers & other persons in the workplace by rendering first aid treatment in accordance with their approved training.
- ☐ A First Aid Officer attending to an injured or ill person must remain with them until no further treatment or assistance is required, or until the person is handed

over to ambulance or other medical personnel, unless the First Aid Officer's personal safety is at risk.

- ☐ First Aid Officers must regularly inspect & maintain first aid equipment in the workplace.
- ☐ First Aid Officers must record all treatments administered to workers & others.
- ☐ First Aid Officers are responsible for the provision of first aid support during evacuations & other emergencies in the workplace.

First Aid Kits

- ☐ First Aid Kits must be accessible & kept stocked (including any portable kits located in workplace vehicles).
- ☐ First Aid Kits must be replenished as soon as practicable after use of any supplies.
- ☐ The contents of First Aid Kits must not be allowed to deteriorate or pass their expiry dates.
- ☐ First Aid Officers should be familiar with the contents of the First Aid Kit.
- ☐ Contaminated items must be disposed of safely.
- ☐ First Aid Officers should maintain contact with an approved supplier for the replenishment of supplies.



Form 18 – Emergency Management Plan

The following checklist is intended to assist parishes/agencies in the development of an emergency plan. Formulating an Emergency Management Plan will help ensure that the parish/agency is well prepared.

Responsibilities

	Is there a plan on emergency response?
	Has the plan been approved?
	Has the plan been distributed to all who need to know?
	Does the plan indicate who can declare a full evacuation?
	Does the plan indicate who can declare an emergency over?
	Is the emergency plan reviewed to ensure it remains effective?
	Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)?
	Is there someone responsible for making sure all workers & others are accounted for in an evacuation? Attendance records made used.
	Are specific procedures in place for critical functions such as power or gas isolation.

Emergency Contact Details

	Are emergency contact details (ambulance, fire, police, SES) displayed?
	Are contact details updated regularly?
	Is it detailed who will notify emergency services?

Work Environment

	Has consideration been given to the types of emergencies that might arise within the workplace and outside the workplace?
	Have workers & neighbouring businesses (if relevant) been consulted?
	Is there a mechanism for alerting workers of an emergency?
	Is there a site plan that illustrates the location of the fire protection equipment, emergency exits & assembly point?
	If there is a site plan is it posted in key locations throughout the workplace?
	Is the evacuation plan, emergency contacts & first aid equipment on display?
	Are all exits, corridors & aisles kept clear of obstructions & does the workplace have illuminated exit signs?
	Are procedures in place for assisting mobility impaired people?
	Are emergency procedures regularly tested?

Information, Training & Instruction

	Are relevant workers informed, trained & instructed in relation to implementing the emergency procedure?
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Fire Protection & Fire Fighting Equipment

	Does the workplace have fire protection & firefighting equipment?
	Is the equipment suitable for the types of risks at the workplace?
	Is equipment regularly tested by a local fire authority or fire equipment supplier?
	Is equipment kept clear of obstructions?
	Are workers trained to use fire extinguishers where required & do they know what type of extinguisher to use for different types of fires?

Hazardous Chemicals

	Are current safety data sheets available for all hazardous chemicals on site?
	Are all hazardous chemicals labelled & stored in a safe manner?
	Is appropriate equipment available to initially respond to a hazardous chemical incident, such as absorbent material to contain a liquid spill?
	Is appropriate personal protective equipment & training provided to protect workers who are called on to deal with a hazardous chemical release?

Bushfire Danger Ratings

	Have the existing fire risk controls with respect to bushfires been reviewed?
	Have the emergency evacuation procedures for days of declared fire ratings been reviewed – safe exit routes – the closest designated ‘safe place’ – consistency with the evacuation procedures of the relevant authorities – worker access to reliable communication equipment.
	Have workers been trained in the bushfire emergency evacuation procedures?
	Are there appropriate procedures in place for those occasions when workers may be required to travel into areas where fire ratings have been declared?

Neighbouring Businesses

	Is there a procedure in place for advising neighbouring businesses should an emergency situation arise?
	Has consideration been given to risks arising from neighbouring businesses?

Testing & Review

	Are emergency practice runs undertaken to assess the effectiveness of the EMP?
	Is someone responsible for documenting the results of the EMP practice runs?
	Is someone responsible for reviewing the EMP & informing others of revisions?

Form 19 – Notifiable Incident Report Form

To be completed by the Responsible Person (or person with authority in their absence) reporting the incident.

Section 1: Type of Incident

	Death
	Serious illness or death
	Dangerous incident

Section 2: Name of injured Person or Damaged Property or Equipment/Machinery or Property Exposed to Risk

Injured person's address (home/work)	
Contact phone no.	
Date of birth	
Occupation	

Section 3: Employer

Employer name	
Employer address	
Employer phone	

Section 4: Worker Status

	Employee
	Volunteer
	Contractor
	Permanent
	Casual
	Temporary
	Full-time
	Part-time
	Clergy/Religious

Section 5: Incident Details

Date of incident
Time of incident
Location where incident occurred
Names of witnesses to incident/hazard
Description of incident/hazard (attach diagram is necessary)

Section 6: Injury/Illness Details

Nature of injury/illness (cut, bruising...)			
Bodily location of injury/illness			
Treatment			
	None		First aid
	Doctor		Ambulance
	Hospital		
Date of report			
Name workplace			
Signature:			

Worksite Design/Layout/Condition

Work Practices/Procedures

Temperature/Weather/Lighting/Noise Levels/Housekeeping/Personal Protective Equipment

Section 7: Risk Identification

Consider all the factors that may have contributed to the incident or hazard.

Work/Patron Behaviour/Experience

Machinery/Equipment/Substances

Training/Instruction/Supervision

Section 8: Risk Assessment

Estimate the probability of the incident/hazard occurring again based on experience & previous incident/hazard data.

	Low
	Medium
	High

What is the severity of the actual or potential injuries or damage to equipment etc.

	Low
	Medium
	High

Section 9: Risk Control

Actions to be taken to eliminate or minimize the risks/contributing factors. Prioritise actions based on level of risk.

Note: The incident site must not be tampered with prior to a WorkCover assessment if required.

Risk Controls	Priority		By Whom	By When
Hazard Elimination/Substitution		Low		
		Medium		
		High		
Engineering/Work Environment		Low		
		Medium		
		High		
Work Practices/Procedure		Low		
		Medium		
		High		
Instruction/Training/Supervision		Low		
		Medium		
		High		

Name _____ Signature _____ Date _____

Form 20 – Working at Heights

Checking Ladders

Ensure that ladders:

- Have no damaged, loose or missing parts.
- Are secured against movement and are supported from a firm, level, non-slip surface.
- Project at least 1 metre above the landing place.
- Are placed at a slope that is no steeper than 4 units of height to 1 unit horizontally.
- Are rated for industrial use, not domestic use.

When Using a Ladder

- Always have two hands free to climb up and down (three points of contact).
- Any materials or tools (other than those held on a worker's belt) should be transferred to the work area separately.
- Always face the ladder while climbing up, down or working.
- Never place feet higher than 900mm from the top of the ladder.
- Never over-reach from a ladder.
- Never work from a ladder above another person.
- Never have more than one person on a ladder at any one time.
- Do not use a ladder in an access way or where it may be hit by a door.
- Do not undertake work requiring restricted vision, welding or metal cutting from a ladder.
- Use a non-metallic ladder where there are electrical hazards.