



Work Health and Safety Policy

INTRODUCTION	2
Policy Statement	3
Definitions	
SECTION 1: OBLIGATIONS	4
1.1 RESPONSIBILITIES	5
Church Council	5
Church Safety Officer	5
Others	6
1.2 ACCESSIBILITY	6
SECTION 2: BEST PRACTICE	7
2.1 MANUAL HANDLING	7
Lifting Items	7
Storage	7
2.2 FOOD SAFETY	7
Set-up Of Serving Areas	8
2.3 WORKSTATIONS	8
2.4 TRAINING AND SUPERVISION	8
2.5 DISCRIMINATION AND HARASSMENT	8
2.6 FIRE PROCEDURES	9
2.7 FIRST AID	9
SECTION 3: EQUIPMENT	10
3.1 Test and Tagging	10
SECTION 4: HAZARDS, ACCIDENTS AND INCIDENTS	10
4.1 HAZARDS	10
Physical Hazards	10
Chemical Hazards	11
Biological Hazards	11
Non-physical Hazards	11
4.2 MANAGING HAZARDS	12
4.3 ACCIDENTS AND INCIDENTS	122
4.4 ACCIDENT, INCIDENT AND HAZARD REPORT FORMS	13
APPENDIX A: HAZARD INSPECTION FORM	14
APPENDIX B: HAZARD IDENTIFICATION LIST	16
APPENDIX D: ACCIDENT REPORT FORM	17
APPENDIX E: USEFUL CONTACTS	17

INTRODUCTION

Policy Statement

Chinese and Australian Baptist Church – West Ryde (CABC – WR) recognises that under the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2017, the Church has a primary duty of care to ensure, employees, contractors, volunteers and visitors are not exposed to risk of injury and illness. The Church is committed to providing a safe and healthy working environment. So far as reasonably practicable, the Church will ensure:

- All buildings, entrances and exits are safe and accessible.
- Equipment, tools and machinery are in a safe working condition.
- All facilities are clean and hygienic.
- A process of consultation over health and safety matters is in place.
- Notification and reporting of incidents and hazards.
- Adequate education, training, instruction and supervision.

CABC - WR and its employees, contractors and volunteers are subject to Federal and State legislation, including but not limited to:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Disability Discrimination Act 1992
- Workers Compensation Amendment Act 1988

The purpose of the Chinese and Australian Baptist Church – West Ryde Work Health and Safety Policy is to maintain and promote a safe working environment through:

- A systematic approach to identifying and controlling workplace health and safety hazards and risks.
- Assisting and supporting employees, contractors and volunteers in maintaining physical and psychological health.
- Periodic review of systems, practices and procedures.
- Ensuring compliance with legislation and regulator requirements.

Definitions

Accident refers to any unplanned and undesirable event that results in injury or illness or damage to property.

Church Safety Officer refers to the individual responsible for the overall safety and welfare of CAB- WR.

Congregational Pastor refers to the pastor responsible for the church service.

Contractor refers to a person who undertakes a contract to provide labour to perform a service or a job.

Dangerous incident means an incident that exposes an employee or any other person to a serious risk to health and safety, from an immediate hazard or one about to happen.

Due diligence refers to taking reasonable precautions to avoid committing an offence.

Employee refers to paid people working for the Church.

Hazard refers to anything that could cause injury, illness or damage

Incident refers to any unplanned, undesired or potential event, which may have resulted in injury or illness or damage to property.

Manual Handling refers to any activity that requires physical effort.

Notifiable incident means an incident involving the death, serious injury or illness of a person, or a dangerous incident.

Reasonably practicable refers to what can reasonably be done to ensure health and safety.

Risk refers to the likelihood that an injury or illness or any other potential consequences occurring.

Serious injury refers to work related injury that result in:

- Immediate hospital treatment as an inpatient
- Immediate treatment for serious injuries
- Medical treatment required within 48 hours of exposure to a substance.

The Church means Chinese and Australian Baptist Church – West Ryde.

Volunteer refers a person who acts on a voluntary basis.

Workplace refers to any place where an employee goes or is likely to go during the undertaking of employment.

Commented [1]: At the moment each doc has its own Definitions section. I'd suggest to combine all into a superset and apply the superset to all docs.

Commented [JC2R1]: Sounds awesome. I don't know how to do this. Could you help/direct me to a link? :)

SECTION 1: OBLIGATIONS

CABC - WR has a primary duty of care to ensure the health and safety of persons involved in the activities of the Church. However, each person has an integral role of maintaining a safe environment.

1.1 RESPONSIBILITIES

Church Council

The Church Council of CABC - WR have due diligences to:

- Ensure compliance with the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2017.
- Keep abreast of changes in legislation.
- Approve all work health and safety procedures and policies.
- Ensure there are procedures in place for reviewing incidents, hazards and risks.
- Review overall health and safety performance.
- Consult with employees over health and safety matters.
- Participate in the resolution of safety issues.
- Review serious injuries and incidents.
- Report to SafeWork NSW and the insurance company any notifiable incidents.
- Report to the insurance company any significant injuries.

The Church Council have a responsibility to consult with employees and volunteers who are directly affected by matters relating to health and safety. Employees and volunteers must be given the opportunity to:

- Raise issues
- Identify hazards
- Assess risks
- Propose changes to eliminate or minimise risks

It is an offence to fail to consult with employees over work health and safety issues. There is no requirement for an agreement to be reached, however, employees must be informed of the outcome.

Church Safety Officer

The Church safety officer of CABC - WR is responsible for:

- Implementing work health and safety policy and procedures.
- Participating in formal and informal health and safety discussions.
- Liaising with employees and workers on health and safety issues.
- Participating in hazard inspections.
- Investigating all injuries and incidents.
- Monitoring the workplace to determine presence of hazards and take appropriate action to rectify the hazard.

Others

Employees, contractors and volunteers must take reasonable care for themselves and others who may be affected by their actions. They must:

- Adhere to the Work Health and Safety policies and procedures.
- Participate in all training.
- Participate in the consultation process.
- Report hazards and incidents.
- Not behave in a wilful and reckless manner.
- Consider health and safety as an integral part of the Church.
- Comply with reasonable instructions.

Employees also have the right to:

- Elect a health and safety representative or committee if they desire.
- Cease unsafe work.
- Have health and safety issues resolved with agreed procedures.

1.2 ACCESSIBILITY

Under the Disability Discrimination Act 1992, CABC - WR is required to ensure that sections of buildings are accessible to people with disabilities, particularly areas of the build a person is required to work in. The Church needs to ensure:

- Access is not blocked.
- When necessary there are ramps. Access for wheelchairs is through the backdoor.
- Wide doors are easy to open.
- Signs are clear and visible.
- Hazards are removed.
- Children and short people can easily use facilities.

SECTION 2: BEST PRACTICE

CABC - WR encourages all employees and volunteers to consider best practice when participating in activities that may place them at risk of injury and illness.

2.1 MANUAL HANDLING

Manual handling encompasses any activity that requires physical effort including lifting, carrying, moving and holding items. At CABC - WR there are many risks

associated with the set-up and pack up of the Sunday Service. Employees and volunteers are encouraged to ask themselves:

- Can I arrange help?
- Would it be best to use a trolley?
- Would it be better if the item was stored elsewhere?
- What are my lifting capabilities?

Lifting Items

When lifting items employees and volunteers are encouraged to follow these procedures:

- Make sure there is a clear path in front of you.
- Keep your feet hip width apart.
- Bend your knees, to keep your back straight
- Lift with your legs.
- Don't twist during the lift or while carrying the item.

Storage

Employees and volunteers should ensure items are not stored in walkways. Frequently used items should be easily accessible and stored at chest or hip level in storage areas. Light and infrequently used items should be stored above the shoulders.

2.2 FOOD SAFETY

Employees and volunteers should take care when serving food. When preparing food, the kitchen must have:

- Hot and cold running water
- Hand-washing facilities
- Adequate cleaning equipment
- Easy to clean bench tops and surfaces
- Fridges and freezers

Stringent hygiene measures must be adhered too, including washing hands, ensuring the food preparation area is clean and food is served at the right temperature.

Set-up Of Serving Areas

Employees and volunteers must ensure all serving areas are safe. Hot water urns must not be accessible to children. Hot drinks are to be serviced in heat-proof cups. Employees and volunteers need to ensure that power cords are not a trip hazard. All power cords must be taped to the floor and where practicable to do so, access to the power source should be blocked from children.

Parents have the responsibility to ensure that their child/ren do not run into the serving areas. Parents are responsible for preparing hot drinks for their child/ren.

Commented [SK3]: Volunteers?

Commented [JC4R3]: corrected.

The Church where reasonably practicable will take necessary steps to prevent injury to all persons.

2.3 WORKSTATIONS

Employees must ensure they feel comfortable with the set-up of their workstation, for example that the chair is at the right height, adequate lighting and sufficient room for office materials. Employees are encouraged to take frequent and short-breaks away from their desks, and rest their eyes by looking at something in the distance. To prevent injury or illness, employees should vary their tasks, change their work methods and positions so that different muscles groups are used. Employees should never over reach to get office materials, but move closer to retrieve the item.

2.4 TRAINING AND SUPERVISION

CABC - WR has the primary duty of care to ensure employees and volunteers are well trained and supervised in the tasks they are required to conduct. All employees and volunteers need to be aware of:

- Hazards associated with their tasks and appropriate controls in place.
- Emergency procedures and equipment.
- The location of the first aid kit.
- Documentation required to be completed when incidents occur and/or hazards are identified.
- Safe practices for manual handling.

2.5 DISCRIMINATION AND HARASSMENT

CABC - WR does not tolerate any form of discrimination or harassment. Under the Work Health and Safety Act 2011, it is an unlawful to engage in discriminatory conduct. It is an offense to organise or take part in actions against another person with the intent to coerce or induce that person. The Church has a responsibility to establish an environment where discrimination and harassment are unacceptable.

Employees and volunteers are encouraged to inform the congregational pastor if they have received or have witnessed any form of discrimination or harassment. If the congregational pastor is the perpetrator or they feel their complaint is not taken seriously, then employees and volunteers should notify the Church safety officer. Any complaints of discrimination or harassment will be treated seriously, investigated in a timely manner and kept on record.

2.6 FIRE PROCEDURES

All buildings used by CABC – WR have fire extinguishers and fire blankets available.

- At Marsden High School the fire extinguishers are in the main hall, next to the administration office and in the kitchen. There is also a fire blanket in the Kitchen.
- At West Ryde Community Hall the fire extinguishers are in the main hall. The fire blanket is in the kitchen.

- At CABC – West Ryde Hall there are three fire extinguishers on the ground floor (two in the main hall and one in the kitchen). There are also two fire extinguishers on the first floor (one near the emergency exit and the other next to the first aid kit). A fire hose reel is located outside the female toilets.

If the fire cannot be extinguished, employees must follow the direction of Church safety officer and leave the building through emergency exits, if it is safe to do so.

It is the responsibility the church safety officer or congregational pastor of each service to direct church attendees out of the building to the designated assembly point. Children and youth workers are responsible for escorting children and young persons out of the building and to the designated assembly point. Children must be marked off before they are collected by their parent/guardian.

- The assembly point for Marsden High School is the grass oval area.
- The assembly point for West Ryde Community Hall is outside the Anthony Road exit.
- The assembly point for CABC - West Ryde Hall is the corner of Anthony Road and Reserve Street.

2.7 FIRST AID

There are first aid kits and first aid books available at:

- Marsden High School - the hallway next to the male toilets and upstairs outside the office.
- West Ryde Community Hall - inside the community hall.
- CABC - West Ryde Hall - on the ground and first floor.

First aid kits will be taken to any off-site activities and events run by the Church.

If possible, employees and volunteers with first aid qualifications should administer first aid. When an injury or illness cannot be treated by basic first aid professional medical treatment should be sought. Employees and volunteers should call 000 or take the person to the nearest hospital emergency department.

SECTION 3: EQUIPMENT

CABC - WR has the responsibility all equipment should be maintained in efficient working order. Certain items of equipment e.g. any pieces of lifting equipment, items of portable electrical equipment should have a routine and planned maintenance programme. In the case of equipment which is subject to statutory testing, inspection or maintenance appropriate records must be maintained.

3.1 Test and Tagging

Test and tagging should be done at least every 12 months. It should also be carried out after an appliance has been serviced.

SECTION 4: HAZARDS, ACCIDENTS AND INCIDENTS

CABC - WR has the responsibility where reasonably practicable to identify hazards and eliminate or minimise the hazard, to prevent risk of injury and illness. The following procedures have been put in place to protect employees, contractors, volunteers and church attendees.

4.1 HAZARDS

CABC - WR has the responsibility to identify hazards and associated risks arising from the activities of the Church. The Church acknowledges it is responsible for:

- The physical working environment and facilities used by the Church.
- The safety of equipment, machinery and appliances.
- The work practices and systems that may impact the psychological and physical well-being of employees.

There are all types of hazards associated with the activities of the Church. These hazards can be categorised as physical, chemical, biological and non-physical hazards.

Physical Hazards

Physical hazards are any hazards within the physical working environment and include:

- Poor ergonomics
- Poor lighting
- Temperature variations
- Hazardous manual tasks
- Confined spaces
- Repetitious work
- Noise
- Tripping
- Security

Noise is a major physical hazard for those attending the Sunday service. When setting up the room the number of speakers and placement of the speakers need to be considered to ensure that attendees can hear the services but are not overwhelmed by the sound. The Church also needs to consider the potential that noise pollution may be omitted to the surrounding neighbourhood.

The cables lying on the floor must be covered by cable protectors to prevent tripping and stumbling caused by cables.

Due to the proximity of the church premise to railway station, pub, etc. People need to be vigilant about the security. The main door should not be left wide open during functions and children should be supervised by adults at all times. A security camera is installed at the front entrance to deter intruders coming to the hall, office or the toilets.

Chemical Hazards

Chemical hazards are any chemical products including:

- Cleaning products
- Paints and glue used for craft activities
- Print toner
- Detergents

Where reasonable practical Material Safety Data Sheets should be obtained for all chemical products used by the Church. All products need to be labelled and left in the original packaging.

Biological Hazards

Biological hazards are organic substances that pose a threat to a person's health. Biological hazards are preventable through sanitation. Employees should ensure that soap is available in the bathrooms and kitchen, hand and tea towels are regularly washed and that the work environment is clean and dust free.

Non-physical Hazards

Non-physical hazards are conditions or situations that cause psychological distress including:

- High levels of stress
- Work pressure
- Harassment
- Threats
- Discrimination
- Lack of recognition real or imagined.

Non-physical hazards are managed by:

- Consulting with employees and ensuring their input and opinion is valued.
- Ensuring employees are aware of their position descriptions, roles and responsibilities.
- Providing appropriate training, feedback, counsel and assistance when required.
- Ensuring employees are not overworked.
- Recognising the symptoms of stress and taking appropriate intervention.

4.2 MANAGING HAZARDS

CABC - WR will continually assess the Church facilities to identify any hazards. A Hazard Inspection form will be used to assess any potential hazards (Appendix A). When completing the form the person will need to consider the likelihood of the hazard or risk occurring, and the degree of harm that might result from the hazard. A hazard identification list will be created to prioritise and control the management of hazards (Appendix B). Wherever possible the hazard should be removed. However, if the hazard cannot be removed, procedures will be established to minimise risks and prevent further exposure to the hazard. These procedures will be monitored and

reviewed. Employees and volunteers are encouraged to suggest ways in which hazards can be eliminated, or improvements to the procedures in place.

Employees and volunteers are required to identify and report any hazards. Hazards must be recorded by completing the Incident and Hazard Report Form (Appendix C). If there is an immediate risk of injury and illness, employees and volunteers should take action to make the area safe. Employees and volunteers must not compromise their own safety.

If volunteers come across any hazards that have occurred as a result of vandalism, they must immediately report their finding to the congregational pastor or church safety officer. Volunteers must establish a safety barrier around the hazard, and follow the direction of the congregational pastor or church safety officer to eliminate or manage the hazard.

4.3 ACCIDENTS AND INCIDENTS

Under the Workers Compensation Amendment Act 1988, CABC - WR must ensure employees and volunteers do not sustain injury in the course of their service. If injury or illness occurs during work activities, the Church is responsible for providing first aid or seeking medical treatment as soon as possible.

The Church must notify the insurance company of any significant injury within 48 hours of an injured employee or volunteer reporting the accident to the Church. CABC - WR must notify SafeWork NSW as soon as they become aware of a death, serious injury or illness, or dangerous injury that has occurred on church premises or during the undertaking of employment. All reports of notifiable incidents must be kept on record for at least five years from the date of notification. CABC - WR will also keep a register of all injuries and illness that have been sustained by employees and volunteers, regardless if a workers compensation claim has been made.

All employees, volunteers, contractors and visitors are required to report any accidents and incidents. An Accident Report form must be completed by the person who sustained the injury or illness or by a witness. An Incident and Hazard Report form must be completed when an injury or illness may have occurred. All reports will be investigated, and within a reasonable timeframe the Church will consult with the injured employee or volunteer. Where necessary, preventive or corrective action and strategies will be implemented to prevent further accidents and incidents from occurring.

4.4 ACCIDENT, INCIDENT AND HAZARD REPORT FORMS

All identified hazards (except for hazards identified during an inspection), accidents and incidents require a report to be completed.

All forms are located in the office. The accident report form may also be downloaded from <http://baptistinsurance.com.au/sites/default/files/Sample%20incident%20report%20form.pdf>

Completed forms must be given to the congregational pastor or church safety officer. The Church safety officer will determine if the incident and hazard needs to be

reviewed by the church council. The Church safety officer will implement any procedural changes that need to be made.

All Hazard Review forms, Hazard Identification Lists and Incident and Hazard Report forms will be kept on record for at least two years.

Regular WHS inspection of WR Community Hall, WRH and Marsden High will be carried out and records of the findings of risk and hazards are kept.

APPENDIX A: HAZARD INSPECTION FORM

Commented [5]: Add template in SharePoint

Commented [JC6R5]: uploaded

HAZARD INSPECTION FORM			
Item	Yes	No	N/A
Fire			
Extinguishers readily available and properly mounted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers have been serviced in the past 6 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area around extinguisher is clear from rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire exit signs are in working order and clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A fire blanket in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust system in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors are not blocked and easily opened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detectors are in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detectors checked regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan in place and displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency drill carried out within the last 6 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training provided for use of fire blankets and extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical			
Safety switches on switchboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No broken plugs, sockets or switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No frayed or damaged leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double adaptors or piggy back plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No temporary leads on the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Lighting			
There is adequate illumination in working areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is good natural lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is no direct or reflected glare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors, Aisles and Stairs			
Floors are even and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All aisles are clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways are free from obstructions – slip, trip and fall hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handrails are in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs not blocked and are free of worn or broken treads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish			
Bins are located at suitable points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins are not overflowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins are emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage			
Materials stored in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelves are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor around shelves are clear of rubbish or obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials not stored in walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals			
MSDS for all chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSDS Register is available and up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers are clearly and accurately labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All chemicals are stored away from children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid			
First aid kit is adequately stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easy access to first aid kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employees are aware of location of first aid kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Facilities Only			
No exposed leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air conditioning working adequately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing cabinets are stable and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers surge protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back ups carried out regularly for computer records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chinese and Australian Baptist Church – West Ryde Work Health and Safety Policy

Item	Yes	No	N/A
Back up disks stored at a remote location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office chairs suitable and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church Facilities Only			
Safety signs clearly displayed where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen appliances properly maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment used for set-up and pack down are in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle traffic ways clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car park is well lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety procedures for food serving areas adhered too	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety notices are given to the congregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Information			
WHS Policy available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident / Incident report forms available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Identification list available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation plan displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Required:

Name:

(Chief Safety Officer)

Signature: _____ **Date:** _____

Name: _____

(Church Council Member)

Signature: _____ **Date:** _____

APPENDIX B: HAZARD IDENTIFICATION LIST

Commented [7]: Add template in SharePoint

Commented [JC8R7]: uploaded

HAZARD IDENTIFICATION LIST

Date:

Location:

Priority	Hazard	Control Measures	Persons Responsible	Completion Date

Name:

Position:

Signed:

APPENDIX C: INCIDENT AND HAZARD REPORT

Commented [9]: Add template in SharePoint

Commented [JC10R9]: uploaded

INCIDENT AND HAZARD REPORT FORM

Date: _____ Location: _____

Reported By: _____

Reported To:

Subject:

Incident Near miss Hazard Hazardous Practice

Description of the incident or Hazard:

Control Measures Implemented:

Signature:
(Reported by)

Date:

Signature:
(Chief safety officer)

Date:

Changes implemented
 Relevant people notified

No changes required
 Reported filed

APPENDIX D: ACCIDENT REPORT FORM

The Accident Report Form can be downloaded at:

<http://baptistinsurance.com.au/sites/default/files/Sample%20incident%20report%20form.pdf>

APPENDIX E: USEFUL CONTACTS

SafeWork NSW http://www.safework.nsw.gov.au	13 10 50
FairWork Ombudsman http://www.fairwork.gov.au	13 13 94
Icare https://www.icare.nsw.gov.au	13 44 22
Baptist Insurance Service http://baptistinsurance.com.au	9868 9213
Emergency	000
Ryde Fire Station	9808 2798
Ryde Hospital	9858 7888