



Anglican Diocese  
of the Northern Territory

## Overview on Workplace Health & Safety (WH&S) Checklists

This document contains checklists as well as draft forms, policies and processes relating to WH&S, including fire, first aid, security, electrical, materials and other inventories. They were originally annexures to the Insurance Manual of the Diocese.

*Annexure B Hazard Identification List is a form which could be used for annual parish returns, demonstrating that a walkthrough of property under the charge of the parish or ministry unit has been conducted and an action plan to resolve hazards identified.*

Annexures C, N, Q and X are checklists, which could be used as the basis for the walkthrough of the property and the processes of the parish or ministry unit, supporting the completion of the *Hazard Identification List*.

Annexures O, P and R are WH&S Policy proforma documents. For reference, NT Worksafe provides a small business toolkit which might be used as an alternative to these.

Annexures S, T and U are proforma requirements for first aid, fire protection and emergency responses.

Annexure V and W give guidance on information required for the Register of Contractors and Material Safe Data Sheets, which are required to be kept.

Please do not hesitate to contact the Registrar should you require any further information or support in relation to WH&S.

Registrar  
(08) 8941 7440  
[registrar@ntanglican.org.au](mailto:registrar@ntanglican.org.au)  
15 February 2021

# B HAZARD IDENTIFICATION LIST

Date \_\_\_\_\_

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

Once you have inspected your site complete the form below. Involve other people who know the site well. It is a good idea to also involve someone who is not familiar with the property, as a fresh pair of eyes will often see things that have been overlooked by people familiar with the site.

Priority	Hazard	Control Measure	Person Responsible	Completion Date
1				
2				
3				
4				
5				
6				
7				
8				
9				

When deciding what control measures to put in place be sure to consider the Hierarchy of Controls shown in Appendix L

# C ANNUAL HAZARD REVIEW

Name of Church \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

This document is intended to compliment the Housekeeping Checklist. It is adapted from a RISK MANAGEMENT CHECKLIST provided for churches by AON Insurance Brokers

No	Question	Yes	No	N/A	Any action required
<b>1</b>	<b><i>FIRE PROTECTION</i></b>				
1.1	Are there sufficient fire extinguishers in accordance with the fire regulations?				
1.2	Have all turnover type extinguishers been disposed of?				
1.3	Have all BCF extinguishers been replaced?				
1.4	Are extinguishers mounted in conspicuous locations no more than 1.2 metres high with a location sign above at no less than 2 metres?				
1.5	Has training been provided in relation to extinguishers, and hose reels where fitted?				
1.6	Are there dry chemical extinguishers in or adjacent to kitchens and located away from any cooking facility?				
1.7	Is there an exhaust system in the kitchen?				
1.8	Is the exhaust system cleaned at least annually?				
1.9	Is there a fire blanket in the kitchen?				
1.10	Are photoelectric smoke detectors installed on the premises and tested checked regularly? <ul style="list-style-type: none"> <li>• Class 9 (public) buildings after 7/1/98 must have hard-wired photoelectric smoke detectors, which must be installed in all sleeping areas, exits, passageways, corridors, hallways and the like.</li> </ul>				
1.11	If there is a sprinkler system installed, is there a maintenance contract in place and are regular tests made and recorded?				

No	Question	Yes	No	N/A	Any action required
1.12	Are fire exits clearly signed, lit and serviced				
1.13	Are fire exits kept clear at all times? (These areas must not be used for storage of any kind)				
1.14	[No smoking is permitted per government regulations]				
1.15	Is there a combustibile outdoor storage area that could be easily torched by an arsonist? ( If so look for alternative method of storage or remove combustibile material elsewhere)				
1.16	Are valuables and computer backups and the like stored in a fire resistant area or on the "cloud"?				
<b>2</b>	<b>EMERGENCY PROCEDURES</b>				
2.1	Are emergency evacuation procedures in place?				
2.2	Are emergency drills carried out at least every 6 months and the results reviewed by the Responsible Officer & WH&S Coordinator?				
2.3	Are the emergency procedures displayed on notice boards?				
2.4	Is there a person responsible for evacuations etc? (Chief Fire Warden)				
<b>3</b>	<b>SECURITY</b>				
3.1	Are premises in good repair to resist entry? (No broken windows etc.)				
3.2	Are there motion sensors, security lights installed?				
3.3	Are premises protected by an automatic alarm system?				
3.4	Are all external doors fitted with deadlocks or similar appropriate locking hardware?				
3.5	If there is a safe, is the key kept off the premises after hours?				
3.6	If cash is significant proportion of collections, are night safe facilities used for cash after hours to avoid holding cash on the premises?				

No	Question	Yes	No	N/A	Any action required
3.7	Is there a strictly adhered to cash policy covering counting storage and banking procedures not involving less than 2 adults?				
3.8	Are windows locked securely?				
3.9	Is there a person nominated with security responsibilities including locking all doors and windows after each activity?				
3.10	Are ladders, tools that may assist a burglar securely locked away?				
3.11	Is key distribution restricted according to need and is a key security list maintained?				
3.12	Is valuable equipment locked away when not in use?				
<b>4</b>	<b><i>ELECTRICAL</i></b>				
4.1	Are safety switches fitted to the switchboards?				
4.2	Are there surge protectors protecting electrical equipment?				
4.3	Has the electrical wiring been checked by an electrician in the past 10 years?				
<b>5</b>	<b><i>COMPUTERS</i></b>				
5.1	Are all computers surge protected?				
5.2	Are back ups carried out regularly for computers?				
5.3	Are back up disks stored at a remote location?				
<b>6</b>	<b><i>LIABILITY</i></b>				
6.1	Are all handrails, walkways, stairs and paths clear of obstructions, in good repair and well lit? Are all floor coverings in good repair?				
6.2	Are all car parks and roadways well lit and free of potholes?				
6.3	Are all floor coverings even and in good repair?				
6.4	Are exit signs clearly marked and doorways accessible and clear?				

No	Question	Yes	No	N/A	Any action required
6.5	Are fully glazed doors and low set windows of laminated safety glass? If not has protective signwriting or crash barriers been fitted?				
6.6	Do facilities meet the special safety needs of the physically or mentally disabled, the very young and the very old?				
6.7	Are flammable and toxic substances including detergent, weed killer, petrol etc stored out of reach of children?				
6.8	Are there mature and responsible people in charge of youth and sporting activities?				
6.9	Are all playgrounds and equipment maintained in good working order and hard surfaces covered in some manner? Are local council guidelines complied with?				
6.10	[Rectors together with wardens are the Property Committee]				
6.11	Is a supervisor appointed for each working bee to establish the skill levels of the workers before allocating tasks?				
6.12	[Safe Ministry policies and protocols are mandatory]				
6.13	Are you aware of the regulations relating to the care of children and does your church comply?				
6.14	Do you ensure that no chemicals/substances are kept in other than clearly marked containers showing the contents of the containers?				
6.15	Are all incidents involving injury to staff and the public reported in writing as soon as they are brought to your attention?				

No	Question	Yes	No	N/A	Any action required
6.16	Are all contractors requested to supply Certificates of Currency for Public Liability and Workers Compensation insurance?				
6.17	Are all staff/leaders instructed not to admit liability in the event of damage or injury to a third party?				
6.18	Do you advise any prospective outside users of your property that they are responsible for their own insurance (property and liability)				

# N WH&S ACTION PLAN/AUDIT TOOL

To assist in compliance with WH&S Legislation

Church \_\_\_\_\_

Date Completed \_\_\_\_\_

Responsible Officer \_\_\_\_\_

WH&S Administrator \_\_\_\_\_

Element No.	Element	Tasks / Questions	Person Responsible	Target completion date	Date completed	Review Date
1	WH&S Policy	Compile WH&S Policy based on sample document and adjust it to suit your church's needs. Refer Appendix O. Have policy signed and dated by Responsible Officer and church representative. Issue policy to church leaders and display on notice board. Review policy on a 12 monthly basis.				
2	Safety Rules	Compile a list of written safety rules. Refer Appendix P. Display safety rules on notice board.				
3	Housekeeping	Develop a housekeeping checklist based on sample document and adjust to suit your church's needs. Refer Appendix Q. Complete checklist monthly. Document corrective action Hold copies of completed checklist on file.				



Element No.	Element	Tasks / Questions	Person Responsible	Target completion date	Date completed	Review Date
4	Consultation and Participation	Consult with employees/voluntary workers/interested parties on a regular basis. Leaders/Members meetings provide an opportunity for consultation; place WH&S on agenda.				
5	Training	Issue church leaders directly involved in WH&S with a copy of Section 30 of this manual. Issue all leaders and voluntary workers with the induction package suggested in Element 5 in Section 30 of this manual. Complete an induction checklist for all leaders and voluntary workers. Refer Appendix R.				
6	Hazard Management	Complete an annual hazard review form for your church property. Refer Appendix C. Rank hazards identified and correct them in accordance with the hierarchy of controls. Make available hazard report forms to report hazards identified on church property. Refer Appendix D.				
7	First Aid	Check whether your church has legal responsibilities relating to first aid by reviewing guidance document Refer Appendix S. Meet legal responsibilities identified. If no legal obligation identified consider moral obligation and provide first aid boxes and trained first aider if possible.				

Element No.	Element	Tasks / Questions	Person Responsible	Target completion date	Date completed	Review Date
8	Emergency Response Planning	Develop a simple emergency response procedure and plan as suggested in "WH&S Made Easy". Refer Appendix U. Hold an evacuation drill at least annually. Explain use of fire fighting equipment to employees and voluntary workers. Refer Appendix T.				
9	Incident Reporting & Investigation	Adopt a incident report format and instigate corrective action following a report. Refer Appendix D. Ensure incident report forms are readily available and encourage reporting of all accidents and "near miss" incidents.				
10	Purchasing	Ensure all major purchases comply with the relevant Australian Standards.				
11	Manual Handling	Decide whether any manual handling tasks likely to cause injury are performed at your church. If such tasks are identified obtain a copy of the Manual Handling Code of Practice and seek assistance from the Registry.				

Element No.	Element	Tasks / Questions	Person Responsible	Target completion date	Date completed	Review Date
12	Occupational Health Controls	<p>If you consider there is any likelihood of persons sustaining prolonged exposure to noise or dust, seek further assistance from the Registry.</p> <p>Establish whether there is any likelihood of asbestos building products existing within the church property. If not, no further action is required.</p> <p>If asbestos is present you will need to establish an asbestos register and adopt appropriate procedures with professional assistance. Contact the Registry.</p> <p>If you have an evaporative cooling system see that regular maintenance is carried out in accordance with the guidelines in Element 12 of Section 30 of this manual.</p>				
13	Control of Hazardous Substances	<p>Compile a list of hazardous substances that may be kept on the church premises. Refer Appendix O</p> <p>Obtain Material Safety Data Sheets. from the suppliers for any hazardous substances identified.(e.g. Photocopier &amp; printer toner, cleaning chemicals etc.) Refer Appendix V.</p> <p>Maintain copies of MSDS's centrally and at point of use of product.</p>				
14	Contractors	<p>Establish register of contractors. Refer Appendix W.</p> <p>Provide copy of WH&amp;S Policy document and safety rules to all contractors performing work on church property.</p> <p>Seek information from contractors in accordance with Element 14 of Section 30 of this manual.</p>				
15	Electrical Installations & Equipment	<p>Ensure electrical contractors comply with previous element on this document.</p> <p>Check that property is fitted with a residual current device (RCD) at the switchboard.</p> <p>Where there is no RCD ensure portable electrical equipment is protected by a portable RCD at power socket.</p>				

Element No.	Element	Tasks / Questions	Person Responsible	Target completion date	Date completed	Review Date
16	Working at Heights	Identify existence of any fragile roofing material and ensure unqualified persons are not permitted to access. Erect warning signs in accordance with WH&S Regulations. Identify any danger of falls that exist (e.g. changing globes at height) and provide suitable safety equipment and ensure its use in accordance with WH&S Regulations.				
17	Notification	Report injuries to workers and the existence of dangerous occurrences to the appropriate Govt. Authority in accordance with Element 17 of this manual.				
18	Rehabilitation	Where an employee is absent due to a work-related injury for more than 7 days establish a return to work program in accordance with your state regulations.				
19	Documentation	Establish an WH&S file and keep in it details of all WH&S initiatives, training records and WH&S meeting minutes. Annually complete a new copy of this audit tool. All standard WH&S documentation should be reviewed annually in consultation with interested parties and re-issued.				
20	Penalties	Remind all employees, leaders and voluntary workers of their responsibilities and likely penalties for non-compliance annually				

# O WORKPLACE HEALTH AND SAFETY POLICY

## Commitment

The church recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, voluntary workers and visitors and will endeavour to ensure they do nothing to place themselves or the local community at risk of injury or illness.

## Objectives

The church will endeavour to

- Provide safe buildings, plant and systems of work
- Ensure compliance with legislative requirements and standards
- Provide employees, contractors and voluntary workers with information, instruction, training and supervision for their safety.
- Provide support that will assist employees and voluntary workers in maintaining their psychological and physical health.

## Responsibilities of the church

- To provide a safe workplace.
- To implement Occupational Health and Safety policies and procedures.
- To promote actively and be involved in those policies and procedures.
- To provide the resources required to meet the church's WH&S commitments.

## Responsibilities of employees and voluntary workers

- Follow all WH&S policies and procedures
- Report all hazards identified to the WH&S Administrator
- Comply with lawful instructions.
- Not behave in a willful and reckless manner

## Consultation

The church is committed to encouraging consultation and cooperation between church administrators, employees and voluntary workers. It will involve all parties in workplace changes likely to affect their safety, health and welfare.

-----

Responsible Officer

-----

Employee/Volunteer

Document dated \_\_\_\_\_

Next review date \_\_\_\_\_

# P HEALTH AND SAFETY RULES

## CHURCH :

---

1. No smoking in church buildings.
2. No alcohol or drugs on church property.
3. Know and observe all WH&S rules.
4. Know and observe details of emergency response and evacuation plans.
5. All work at heights must have the permission of the WH&S Administrator before commencement.
6. Do not undertake work for which you are not qualified. e.g. Electrical maintenance
7. Take responsibility for own WH&S by not doing anything that may endanger your WH&S or that of a fellow employee/voluntary worker.
8. Report all potential hazards or accidents and incidents to the WH&S Administrator.
9. Keep work areas neat and tidy at all times.
10. If required to lift any items likely to cause injury, seek assistance before proceeding.

-----  
Responsible Officer

-----  
Employee/Voluntary Worker Rep

Document dated \_\_\_\_\_

Next review date \_\_\_\_\_

# Q HOUSEKEEPING CHECKLIST

Church \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Persons Inspecting \_\_\_\_\_

No	Checklist Items	Yes	No	N/A
----	-----------------	-----	----	-----

## Floors, Aisles, Stairs & Landings

1	All aisles are clear			
2	Aisles are free of slip, trip and fall hazards			
3	Stairs free of worn or broken treads			
4	Handrails are in good repair			
5	Non-skid strips on chairs are in good condition			

## Storage

6	No storage in traffic areas			
7	Stacks stable with good bases			
8	No rubbish or unwanted material			
9	Flammable items correctly stored			

## Electrical Power

10	Plugs, sockets & switches in good order			
11	Free of frayed or defective leads			
12	Free of double adaptors or piggy-back plugs.			
13	All lights adequate or operational			
14	Residual Current Devices installed & maintained			

## First Aid

15	First Aid kits identified and appropriately stocked			
16	Names of qualified first aiders displayed			

## Emergency Response/Fire Protection

17	Evacuation Procedures clearly displayed			
18	Fire extinguishers appropriate to material			
19	Extinguishers readily available and properly mounted			
20	Exits and exit signs adequately illuminated			
21	Exits & fire doors in good repair and unobstructed, internally and externally			

No	Checklist Items	Yes	No	N/A
----	-----------------	-----	----	-----

**Car Park/Outdoor Areas**

22	Clean and free from rubbish			
23	Even surfaces – no holes			
24	Free of grease and oil			
25	Vehicle traffic ways clearly marked and lit			
26	Free of dense shrubbery obstructing vision			

**Equipment**

27	Office chairs suitable and in good condition			
28	Ladders serviceable, no broken rungs/defects			
29	Metal ladders not used for electrical work			
30	WH&S policies & procedures appropriately displayed			
31	Safety signs clearly displayed where necessary			
32	Kitchen appliances properly maintained			

Action Required	By Whom	By When	Completed



# R INDUCTION CHECKLIST FOR NEW EMPLOYEES/VOLUNTARY WORKERS

CHURCH \_\_\_\_\_

- Provided with property plan showing name and location of staff where appropriate
- Introduced to other staff members and voluntary workers
- Advised of location of toilets and other facilities
- Given details of first aid facilities provided.
- Provided with copy of Emergency Response Plan.
- Shown location of fire fighting equipment.
- Supplied with copy of Section 30 of this manual.
- Provided with copies of site-specific WH&S documentation.
- Use of Hazard/Incident Report forms has been explained
- Shown copies of Asbestos Register where one exists.
- Provided with opportunity to ask questions on WH&S matters.

Inductee \_\_\_\_\_

Date \_\_\_\_\_

Inducted by \_\_\_\_\_

Date \_\_\_\_\_

# S FIRST AID GUIDANCE DOCUMENT

**First Aid is the emergency care of injured or sick persons. It aims to**

- preserve life,
- promote recovery,
- prevent the injury or illness becoming worse.

Guidance notes are available in most States from Workcover Authorities They enable you to assess what your first aid needs are depending on the size of the workforce and risk of injury.

## **First Aid Kits**

First Aid requirements vary from state to state. An **example** of what may be required follows.

"In broad terms where there are more than 25 and less than 50 employees the requirement is to have a **'Basic First Aid Kit'**. All of our Churches would fall into this category. Workplaces with more than 50 employees require an **'Occupational First Aid Kit'**. Legally most churches would not require such a kit but considering that congregations often run into hundreds it seems logical that you would have at least a Basic Kit available.

Kits must be properly maintained and be in the care of a responsible person. A record should be kept of any treatment given. The name of your trained first aider, and even a photograph should be displayed on the front of the cabinet.

Analgesics should not form part of your first aid kit. They may be kept by a responsible person and made available provided the use is noted and explained.

***The contents of both Basic and Occupational First Aid Kits are listed in this document".***

For information specific to your state contact your local Workcover Authority

## **Other Issues**

The Workcover notes give guidance for workplaces in relation to the provision of First Aid rooms and facilities, training and other information of interest. The number of employees on our sites and type of activities carried out at our sites may dictate any need to comply with local legislation.

## **Recommendations**

- Supply at least one Basic First Aid Kit.
- Have a trained First Aider available at services.
- Have trained First Aider available at large church functions if possible.

## MINIMUM REQUIREMENTS FOR A FIRST AID KIT

The contents listed below apply in South Australia. Check with your local Workcover Authority to ascertain any variations specific to your state

Supplies	Basic First Aid Kit	Occupational First Aid Kit
Gauze pieces 75mm x 75mm, sterile Packets containing 5	5 packets	20 packets
BPC wound dressings No 15	1	2
Wound dressings sterile, non-adherent, small	3	12
Wound dressings sterile, non-adherent, large	1	3
Eye pads, sterile, individually wrapped	-	4
Conforming cotton bandages 50mm	3	6
Conforming cotton bandages, 75mm	3	6
Conforming cotton bandages, 100mm	1	6
Triangular bandages (Minimum width 90mm)	2	6
Non-stretch adhesive tape, 25mmx2m rolls(hypo-allergenic)	1	1
Adhesive dressing strips, independently wrapped, minimum quantity	50	100
Disposable wound cleaning swabs (1% Cetrimide BP)	10	25
Povidone - iodine 10% solution	15ml	2x15ml
Cotton-tipped applicators	-	50
Disposable latex gloves	5prs	10prs
Disposable eye wash ( holding at least 30ml)	-	5
Approved resuscitation mask*	1	1
Scissors (sharp/blunt points)	1	1
Splinter forceps	-	1
Splinter probe/remover	1	1
70% alcohol swabs (ethanol or methanol) (for instrument disinfection)	10	25
Safety pins	5	10
Recording book and pencil for recording injury and illness first aid	1	1
Leaflet, <i>First Aid Instructions</i> (issued by the SA Occupational Health and Safety Commission	1	1

Persons using an approved resuscitation facemask should have received recent training in its use.

# T FIRE PROTECTION REGULATIONS AND FIREFIGHTING EQUIPMENT GUIDELINES

## Summary of Fire and Emergency Regulations

Schedule 2 of the *NT Fire and Emergency Regulations* prescribes buildings that must comply with the Building Fire Safety requirements. The list includes “*buildings where people may assemble including for civic, theatrical, social, political, religious, recreational or transit purposes*”.

The Northern Territory Fire and Rescue Service provides a Building Inspection Checklist that details building owners and occupiers legal obligations to ensure the safety of any person in the event of a fire or other emergency. The link to this Checklist is [Building Fire Safety Checklist.pdf \(nt.gov.au\)](https://www.nt.gov.au/building-fire-safety-checklist.pdf).

The check list clearly sets out the testing and checking requirements for Building Fire Safety Installations such as:

- Fire Extinguishers
- Fire Blankets
- Emergency Lighting
- Fire/Smoke Detection and Suppression Systems and
- Exit Signs.

All of these must be checked and/or tested by an appropriately qualified person six monthly in accordance with the applicable Australian Standard. Detailed information is also provided on:

- Evacuation Plan and Procedures
- Emergency Procedure Training
- Fire Exits
- Maintenance Record Keeping, and
- Housekeeping for Fire Stairs and Storage.

Full details of the Northern Territory Fire and Emergency Act and Regulations can be accessed on [Legislation Database \(nt.gov.au\)](https://www.nt.gov.au/legislation-database).

For reference, the key areas which often require additional work are the following:

1. Additional emergency lighting and ensuring “EXIT” signs remain on at all times;
2. Evacuation plans (can be self-produced, exits paths to be marked in green, legend containing “you are here” and fire safety equipment, spelling out “RACE” and “PASS” acronyms, displayed in prominent place);
3. Ensuring fire safety equipment is maintained every six (6) months and replacing fire extinguishers ever five (5) years; and
4. Establishing registers for fire safety equipment maintenance, staff training (basic information what happens in an evacuation) and fire drills.

Should you require any third party support on these items, the Cathedral and Diocesan Office use Darwin-based Access Fire (Jorge Marques) 0408 817 681.

## **In churches the most common types of fire-fighting equipment are:**

- portable fire extinguishers;
- fixed hose reels;
- fire hoses and hydrants;
- sprinkler systems; and
- fire blankets.

### **PORTABLE FIRE EXTINGUISHERS**

The table on the following page sets out the types of extinguishers that may be encountered and their uses.

#### **It is recommended that:**

- all employees and voluntary workers should be asked to make themselves familiar with these extinguishers and their uses;
- the possibility of providing some basic training for people be sought from the local fire authority.
- enquiries be made of your congregation to establish if any members have had fire warden training and if they can assist the church using their expertise.

### **FIXED HOSE REELS**

These are wall mounted in accessible locations or in a cabinet. They are connected to a constant water supply. They are for use on fires involving ordinary combustibles such as wood, paper, rubbish textiles etc.

They **must not be used** on live electrical equipment.

### **FIRE HOSES AND HYDRANTS**

External and internal hydrants are for use only by the fire authority or a qualified fire fighting team.

**Unqualified people must not use them.**

### **SPRINKLER SYSTEMS**

These systems are designed to detect, control and /or extinguish a fire. Sprinkler heads are set off by heat and supply a continuous supply of water onto the fire. The fire authority will be automatically alerted when the system is activated.

There must be a contract in place for the maintenance of the system and regular testing carried out.

### **FIRE BLANKETS**

These are suitable for use on small fires contained in pans, trays etc. they are ideal for use in kitchens for fat fires and the like. They are also ideal to suppress flames when wrapped around a person who's clothing has caught on fire. Blankets work by depriving the fire of oxygen.

<b>Type of extinguisher</b>	<b>Colour</b>	<b>Type of Fire</b>

		Wood, Textile, Paper, Cloth.	Fat, Petrol, Oil.	Live electricity	Motor vehicles	Comments
Water	Red	Yes	No	No	Yes	Dangerous if used on electrical fires.
Foam	Blue	Not very suitable	Yes	No	Yes	Dangerous if used on electrical fires.
Carbon dioxide	Red with black band	Not very suitable	Yes	Yes	Yes	Not specially suitable outdoors
Vaporising liquid	Yellow	Not very suitable	Yes	Yes	Yes	Can be toxic in confined spaces. Ventilate well after use.
Dry chemical powder	Red with white band	Not very suitable	Yes	Yes	Yes	Can cause serious damage to sensitive equipment.

# U EMERGENCY RESPONSE PLAN

Each church should have an **Emergency Response Plan** to enable rapid safe evacuation of the building in the event of an emergency. Copies of the plan should be displayed on notice boards and employees/voluntary workers should be provided with a copy as part of their induction. The plan should include a plan of the property's layout showing location of exits, meeting points and fire fighting equipment.

The plan needs to be reviewed annually or when there are any alterations to the buildings or the use of those buildings.

## **Emergency response procedures checklist**

The following items need to be included in your emergency response plan.

- ❖ Set out an escape plan including
  - ◆ Designated routes from each location within the building.
  - ◆ Where to assemble once clear of the building.
  - ◆ Whom to report to once clear of the building.
  - ◆ Advice not to waste time collecting or going back for valuables.
  - ◆ How to recognise a fire warning signal
- ❖ Prepare diagram of building including location of firefighting equipment, exits and assembly points.
- ❖ Designate duties of individuals such as checking corridors, using extinguishers, closing doors.
- ❖ Names and location of emergency wardens.
- ❖ Telephone number of fire station, police and ambulance.
- ❖ Encourage people to remain calm and orderly.
- ❖ Designate persons to search all areas once during evacuation.
- ❖ Shut down dangerous equipment such as boilers.

# V MATERIAL SAFETY DATA SHEETS (MSDS) GUIDANCE DOCUMENT

The information below will assist you in understanding a little more about material safety data sheets.

## **What are they?**

Sheets containing important safety, first aid and other information on any chemical sold, under a trade or chemical name.

## **Where do I get them?**

From the manufacturer of the product who is obliged by law to provide them.

## **When should I get them?**

Now. All hazardous goods used in the workplace must be accompanied by an MSDS.

## **How do I get them?**

Telephone or fax the supplier who will post you one or fax it to you.

## **How will I know I've got the right document?**

If the document covers the areas listed below you have procured an MSDS.

- **Product Identification:**  
Name of Product, description, supplier's name and telephone number.
- **Composition:**  
Chemical name, ingredients & impurities.
- **Emergency Information:**  
Fire, spill, over exposure.
- **First Aid:**  
Inhalation, ingestion etc.
- **Storage:**  
How to handle, special containers, incompatible substances, transport.
- **Physical Data:**  
Boiling point, melting point, etc.





# **X RISK MANAGEMENT MANUAL FOR PARISHES**

Listed below for easy reference is a list of the questions answered in 'Protecting People and Property'

## **1 Risk Management for Churches**

Risk Management - why is it important?

Risk Management - why is it now more important than ever?

Insurance cover - why is it hard to obtain?

## **2 Management of Risks v Insuring Risks**

What is 'Risk'?

Managing risks - what does it mean?

Insuring risks - what does it mean?

Managing or insuring risks - which is the better option?

## **3 Deciding to Manage Risks**

A risk management program - does the church really need it?

A religious basis for risk management - is there one?

The backing of the senior church leaders in establishing a risk management program, how important is it?

## **4 The Risk Management Plan**

Managing the risk - how does a church get started?

Who should manage the risks or be a member of the Risk Management Ministry?

What tools can be used to help manage risks in a church?

How can the tools be used to develop a risk management program?

## **5 Property Insurance**

Our buildings - are they adequately insured?

Building insurance - how can I be sure the church has full cover?

'Average Clauses' in insurance policies - what are they?

Major claim settlements - does the building have to be replaced precisely as it was before?

Contents - are they adequately insured?

Adequate contents cover - how is it achieved?

Member's property insurance - can it be arranged?

## **6 Fire Security**

Evacuation plans - how can one be developed for our church?

Fire drills - how are they conducted?

Fire equipment - is it in good working order?

Photoelectric smoke detectors - are they fitted and tested?

Kitchens - what sort of fire protection is needed?

Specialist advice on fire security - where is it available?

## **7 Building Security**

Locking up church buildings - who should be responsible?

Keys to church owned buildings - who should have them?

Key registers - should the church have one?

Additional security for special equipment - is there a need?

'Church-Watch' - what is it and should a church have one?

Contents Inventory - should there be documented details of church contents?

Security systems - should the church install one?

Lighting - can it assist in making a property secure?

Security cameras - do they minimise risks to property and people?  
Security patrols - are they of value?  
Other security devices - what is available?  
Specialist advice on security systems - who can help?

## **8 General Hazard Management**

Hazards - what are they?  
Managing safety hazards - how is it done in a church environment?  
What common safety hazards can be found on church properties?

## **9 Fire Hazards**

Fire hazards - what are the most common ones on church properties?  
Fire hazards - where can I get help to deal with them?  
Arson - how can I protect church property from it?

## **10 Electrical Hazards**

Church electrical work - who should be permitted to do it?  
The church's electrical wiring - should it be checked regularly?  
Safety switches - should they be fitted on church properties?  
Surge protectors should they be fitted to church properties?  
Information - how can it be protected from fire caused by electrical problems?  
Electrical cabling - what do churches need to know about it?  
Electrical safety - how can I monitor it?  
Water & Electricity - what needs to be known?

## **11 Manual Handling Hazards**

Manual handling - how do I assess the problem in a church environment?  
Lifting and handling the load - how should it be done?  
Posture - is it important when performing lifting tasks?  
Storage methods - are they an issue in manual handling?  
Repetitive manual handling - does it increase the risk of injury?

## **12 Working at Heights**

Roofs - who should work on them?  
Ladders - what must be considered when using them?  
Ladder and trestle inspections - what is important?

## **13 Health Hazard Management**

Health hazards - what are they?  
Managing health hazards - how do we do it in a church environment?  
What health hazards can be found on church properties?

## **14 Ergonomics and Computer Usage**

Ergonomics - what is it?  
Setting up the workstation - how is it done?  
Planning the work - how is it best achieved?  
Where can more help be obtained on ergonomics?

## **15 Noise**

Noise - what is it?  
Noise - is it a problem for the church?  
Noise - does it affect our neighbours?  
Noise - does it affect our employees?  
Noise - does it affect the congregation?  
Noise - how should a church manage it?

## **16 Bacteria**

Legionella - what is it?

Legionella - does the church have a problem?

Germ warfare - could it happen here?

Food poisoning - is the church at risk?

## **17 Chemicals**

Chemicals - are they a problem for the church?

How can a church manage its hazardous substances?

## **18 Personal Hazards**

Personal hazards - what are they?

What personal hazards are likely to be found in a church environment?

Stress symptoms - what are they?

How should the church handle personal hazards - which have the potential to result in 'stress' situations?

## **19 Work Pressures**

Work pressures - are they a church problem?

Work pressures - how can the church manage them?

## **20 Discrimination**

Discrimination - what is it?

Discrimination - what are the likely consequences?

Discrimination - what can be done about it?

## **21 Harassment**

Harassment - what is it?

Harassment - is it a problem for the church?

Harassment - what can be the effect?

Harassment - how can the incidence be reduced?

## **22 Ministry Team**

Can we insure against liability caused by the negligence of our Ministry staff and if so what type of insurance is it?

Professional Indemnity insurance - what is it?

Professional indemnity insurance - what does it cover?

What should we do if we become aware of an incident that may give rise to a claim under this policy?

Specific risks to the ministry team - what are they?

## **23 Voluntary Worker**

Voluntary workers - who are they?

Voluntary workers - what do they do?

Specialist services - can volunteers provide them safely?

Responsibility for the safety of voluntary workers - whose is it?

Personal Accident insurance for protecting voluntary workers - does the church supply it?

Liability for voluntary workers - is the church protected?

## **24–26 Child and Youth Leadership/Groups**

[Superseded by Safe Ministry Programs]

## **27 Food Safety**

Food safety - is it an issue for churches?

'Sale of food' - how is it defined?

Food preparation - what is needed and is the local council interested?

Is personal hygiene important?

Is temperature important in food storage?  
How should food be displayed?  
What other issues need to be considered when preparing food for sale?  
Where can I find help when establishing the responsibilities of the church in relation to food preparation?

### **28 Bus Transport for Groups**

Church buses - what is important?  
How can a church be aware of its responsibilities in relation to a church bus?  
Major issues (legislative or otherwise) what are they?

### **29 Privacy**

Does the 'Privacy Act 2000' have relevance for churches?  
What should a church do to comply with the spirit of the legislation?  
Attendance Record Cards - are they a privacy issue?  
What information do churches collect that may be subject to the provisions of the 'Privacy Act 2000'?  
What are the ten National Privacy Principles churches need to consider?  
What privacy issues should the church consider first?  
Where can the church obtain more information about the National Privacy Principles or the Privacy Act 2000?

### **30 Occupational Health & Safety**

Does WH&S legislation apply to churches?  
Does the WH&S Act only protect employees?  
Penalties for not complying with the Act - are there any?  
What type of issues does a church need to address in complying with WH&S legislation?  
Where can the church obtain assistance in addressing these issues?

### **31 Handling the Offering**

The offering - what should we do with it after collection?  
Counting the offering - who should do it?  
Counting the offering - where should it be done?  
Cash left on church premises - is this acceptable?  
Safes - is there a need for one and if so of what type?  
Banking the offering - when should it take place?  
Transporting the offering to the bank - how should it be conducted?  
Confronted by thieves - what action should be taken?

### **32 Bomb Threats**

Bomb threats - are they likely?  
Bomb threats - what action needs to be taken?  
What questions should we ask the caller?  
When speaking to the caller what should we note?  
What else should we do?

### **33 Suspicious Packaging**

Suspicious letters/ packages - how can they be identified?  
Letter/package bombs - are churches at risk?  
Anthrax/biological warfare - is the church at risk?  
Anthrax - what is important to know?  
Suspected anthrax/biological substance packages - how should they be handled?

### **34 Hiring Church Property**

What should a church do before hiring out its property?  
What should the church require of the person/organisation hiring the facility?

### **35 Building Access**

Why do churches need to ensure they provide access to all parties likely to use their buildings?  
The Disability Discrimination Act (DDA) 1992 - what is it?  
Non-compliance with DDA access provisions - what are the implications?  
Managing the risk of failing to provide building access to the disabled - how can it be done?  
Help for churches in this area - where is it available?

### **36 Disaster Recovery Plan**

Disaster recovery plans – should churches have one?  
Disaster recovery plans – can they be simple to use?  
Emergency service contacts - what need to be included?  
Safety of employees/congregation - how can it be ensured?  
Restoration of essential services - how is it achieved?  
Access to alternative office facilities - how is it achieved?  
Access to alternative accommodation - how can it be achieved?  
Disaster recovery plans - are there other issues that should be included?

### **37 Understanding Public Liability**

Congregations - and other members of the general public - who is responsible for their safety?  
Damage caused to other peoples property - is it the churches problem?  
Injury to people on our property - is it the churches problem?  
Public Liability Insurance - what is it?  
'Negligence' - what is it?

### **38 Handling Public Liability Claims**

Potential Public Liability claims - how can they be recognised?  
Common causes of Public Liability claims - what are they?  
Incidents that could develop into Public Liability claims - how should they be handled?  
Public Liability claims received - what action should be taken?  
Paying or contributing to reimbursing a loss - should offers be made to pay for treatment or other costs submitted as part of a claim?