

Risk Management & Insurance Churches



L. Action plan/audit tool To assist in compliance with OH&S Legislation

Church Date Completed / /

OH&S coordinator

No.	Element	Tasks/questions	Person to action	Target completion date	Date completed	Review date
1	OH&S Policy	<input type="checkbox"/> Compile an OH&S Policy based on sample document, OH&S Policy (Attachment M). Have policy signed and dated by church representatives. <input type="checkbox"/> Issue policy to church leaders and display on notice board. <input type="checkbox"/> Review policy on a regular basis.				
2	Safety Rules	<input type="checkbox"/> Compile a list of written safety rules. (See Health and Safety Rules Attachment N) <input type="checkbox"/> Display safety rules on notice board.				
3	Housekeeping	<input type="checkbox"/> Develop a housekeeping checklist based on the Housekeeping Checklist. (See Attachment O). <input type="checkbox"/> Complete checklist monthly. <input type="checkbox"/> Document corrective action. <input type="checkbox"/> Hold copies of completed checklist on file.				
4	Consultation and Participation	<input type="checkbox"/> Consult with employees/voluntary workers/interested parties on a regular basis. <input type="checkbox"/> Leaders/Member meetings provide an opportunity for consultation; place OH&S on agenda.				
5	Training	<input type="checkbox"/> Issue all leaders and voluntary workers with the induction package. <input type="checkbox"/> Complete an induction checklist for all leaders and voluntary workers. (See Attachment P)				
6	Hazard Management	<input type="checkbox"/> Complete an Annual Hazard Review Form for your church. (See Attachment C) <input type="checkbox"/> Rank hazards identified and correct them in accordance with the hierarchy of controls. <input type="checkbox"/> Make available Incident/Hazard Review Forms to report hazards identified on church property. (See Attachment D)				

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7	First Aid	<input type="checkbox"/> Check whether your church has legal responsibilities relating to first aid by reviewing the First Aid Guidance (Attachment Q) document. <input type="checkbox"/> Meet legal responsibilities identified. <input type="checkbox"/> If no legal obligation is identified consider moral obligations and provide first aid boxes and trained first aider if possible.				
8	Emergency Response Planning	<input type="checkbox"/> Develop a simple emergency response procedure and plan. <input type="checkbox"/> Hold an evacuation drill at least annually. <input type="checkbox"/> Explain use of fire fighting equipment to employees and voluntary workers as outlined in section 5.				
9	Incident Reporting and Investigation	<input type="checkbox"/> Adopt the Incident/Hazard Review Form (Attachment D) and instigate corrective action following a report. <input type="checkbox"/> Ensure accident report forms are readily available and encourage reporting of all accidents and <i>near miss</i> incidents.				
10	Purchasing	<input type="checkbox"/> Ensure all major purchases comply with the relevant Aust. and NZ Standards.				
11	Manual Handling	<input type="checkbox"/> Decide whether any manual handling tasks likely to cause injury are performed at your church. <input type="checkbox"/> If such tasks are identified obtain a copy of the Manual Handling Code of Practice and seek assistance from a professional if needed.				
12	Occupational Health Controls	<input type="checkbox"/> If there is any likelihood of persons sustaining prolonged exposure to noise or dust, seek professional assistance. <input type="checkbox"/> Establish if it is likely that asbestos is present within the church property. If not, no further action is required. <input type="checkbox"/> If asbestos is present, establish an asbestos register and adopt appropriate procedures with professional assistance. <input type="checkbox"/> If you have an evaporative cooling system see that regular maintenance is carried out.				
13	Control of Hazardous Substances	<input type="checkbox"/> Compile a list of hazardous substances that may be kept on the church premises. (See Hazardous Substances Inventory Attachment S) <input type="checkbox"/> Obtain Material Safety Data Sheets (MSDS Information Attachment T) from the suppliers for any hazardous substances identified. (e.g. Photocopier and printer toner, cleaning chemicals etc.) <input type="checkbox"/> Maintain copies of MSDS's centrally and at point of use of product.				
14	Contractors	<input type="checkbox"/> Establish a Contractors Log (Attachment U) that lists all the contractors you use. <input type="checkbox"/> Provide copy of OH&S Policy document and safety rules to all contractors performing work on church property. <input type="checkbox"/> Seek information from contractors in accordance with section 14 on page 19. <input type="checkbox"/> Show contractor your asbestos register if applicable.				

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15	Electrical Installations and Equipment	<input type="checkbox"/> Ensure electrical contractors comply with contractor's requirements above. <input type="checkbox"/> Check that property is fitted with a residual current device (RCD) at the switchboard. <input type="checkbox"/> Where there is no RCD ensure portable electrical equipment is protected by a portable RCD at power socket.				
16	Working at Heights	<input type="checkbox"/> Identify existence of fragile roofing material and ensure unqualified persons are not permitted access. <input type="checkbox"/> Erect warning signs in accordance with OH&S Regulations. <input type="checkbox"/> 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 OH&S Regulations.				
17	Notification	<input type="checkbox"/> Report injuries to workers and the existence of dangerous occurrences to the appropriate Govt. Authority.				
18	Rehabilitation	<input type="checkbox"/> If an employee is absent due to a work-related injury for more than 7 days, refer matter to the Worker's Compensation Authority to ascertain your rehabilitation responsibilities.				
19	Documentation	<input type="checkbox"/> Establish an OH&S file and keep details of all OH&S initiatives, training records and OH&S meeting minutes. <input type="checkbox"/> Annually complete a new copy of this audit tool. <input type="checkbox"/> All standard OH&S documentation should be reviewed on agreed regular intervals in consultation with interested parties and re-issued.				
20	Penalties	<input type="checkbox"/> Remind all employees, leaders and voluntary workers of their responsibilities and likely penalties for non-compliance annually.				