WORK HEALTH AND SAFETY (WHS) MANAGEMENT PLAN FOR:

Name of Parish/Organisation:	
Date Plan Approved by Parish Council:	
Due for review: (biannually)	

Your logo or other image here

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PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

1. PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system. The (insert name of Parish/Organisation) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

This Plan will assist (insert name of Parish/Organisation) in meeting its obligations in accordance with work health and safety legislation.

This Plan applies to all officers and workers and to other persons at risk from work carried out at (insert name of Parish/Organisation) workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.

2. IMPLEMENTATION OF WORK HEALTH AND SAFETY (WHS) POLICY

The (insert name of Parish/Organisation) is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers) and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:
- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
- ensuring that workplaces under the control of (insert name of Parish/Organisation) are safe, without risk to health, and have safe means of access and egress;
- routinely consulting in order to maintain effective and co-operative relationships between (insert name of Parish/Organisation) and its workers, and with other duty holders, on health and safety matters in the workplace; and
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

The (insert name of Parish/Organisation) commitment to providing safe and healthy working environments for its workers includes:
- providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities;
- providing expert assistance in WHS matters where necessary;
- providing instruction and/or training in work processes where appropriate;
- developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards; and
- Implementing and maintaining appropriate information, reporting and statistical systems.

3. DEFINITIONS

Terminology	Definition
Person Conducting a Business or Undertaking (PCBU)	A PCBU has the primary duty of care to ensure, so far as is reasonably practicable: > the health and safety of its workers while they are at work, and > that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU. > (insert name of Parish/Organisation) is a PCBU.
Officer	It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act 2012 ("WHS Act"). **Note: A person is an Officer under the WHS Act only if they "make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing". Whether a person is an Officer or not under the WHS Act will depend on the facts of the situation.**
Worker	Previously known as 'employee'. **The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.**

Health and Safety Representative (HSR)	A worker elected by members of their work group to represent them in health and safety matters.
Other persons	Includes any visitors

4. SAFETY MANAGEMENT PLAN

The (insert name of Parish/Organisation) is required to implement the Work Health and Safety Management Plan and set goals to improve work health and safety (WHS) performance. This template is designed to assist (insert name of Parish/Organisation) to meet the Diocese's safety planning requirements.

How to use the WHS Action Plan template
This WHS Action Plan template prompts action to facilitate compliance and improve WHS performance.

1. Use the check boxes to verify local implementation of the management standards
2. Use the notes section to record current status of implementation, set goals and planned actions
3. Use **Form 9** to schedule and monitor the completion of planned actions

Work Health & Safety Goals
As a part of the safety planning process the (insert name of Parish/Organisation) is required to use a risk-based approach to identify and prioritise their WHS hazards or hazardous tasks and plan actions to reduce the risk of injury or illness associated with those hazards or hazardous tasks.

SAFETY STANDARDS

1. **Active & visible leadership**
   1.1. ☐ WHS is the standing first agenda item for all management and team meetings
   1.2. ☐ Management to regularly (at least monthly) engage with staff to demonstrate safety leadership, e.g. taking 5 min to have informal safety conversations
   1.3. ☐ Managers are actively involved in the risk management process

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2. **Safety Planning**
   2.1. ☐ WHS hazards or hazardous tasks are identified and recorded (using Form 8). Consideration must be given to all operational activities
   2.2. ☐ Hazards and hazardous tasks are assessed and prioritised using the Risk Score Matrix (appendix 1 on page 13), and suitable risk controls planned to eliminate or reduce risks
   2.3. ☐ Resources are allocated to address the priority WHS issues
   2.4. ☐ Actions are assigned to individuals and reasonable timeframes set for completion
   2.5. ☐ Progress towards the achievement of planned activities is regularly reported to senior managers

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3. **Consultation & participation**
   3.1. ☐ Workers are given opportunity to express their views and contribute to decisions impacting their safety
   3.2. ☐ Managers are responsive to WHS issues raised by workers (incl. students), and provide feedback in a timely manner
   3.3. ☐ Where elected, the Health & Safety Representative for the workgroup is invited to attend management meeting to contribute to the discussion on WHS management

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4. **Risk management**
   4.1. ☐ Risk management steps are applied to identify and assess hazards and hazardous tasks

4.2. ☐ Attention is given to medium and high risk activities (appendix I) and at risk groups of people

4.3. ☐ Attempts are made to eliminate hazards and hazardous tasks

4.4. ☐ Where elimination is not possible, risk controls are allocated with reference to the hierarchy of controls

4.5. ☐ 'High' risk and 'Very High' risk activities (refer to the Risk Score Matrix, appendix 1) are subject to documented risk assessments and Safe Work Procedures (SWP)

4.6. ☐ Implemented risk controls are monitored regularly (at least annually) to ensure they are effective

4.7. ☐ Regular (biannual) walk-through workplace inspections are carried out on all work areas

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5. WHS training and instruction

5.1. ☐ New workers must complete the WHS induction within their first 4 weeks at work

5.2. ☐ New workers (incl. students) receive specific local inductions prior to being given access to their workplace

5.3. ☐ Staff who manage other staff (Management) complete the prescribed WHS training course

5.4. ☐ Management regularly reviews the training needs of workers and assign other relevant WHS Training

5.5. ☐ Workers (incl. students) are instructed on relevant SWPs and provided with ongoing supervision

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6. Emergency management

6.1. ☐ Local emergency responders have been appointed (eg. emergency wardens and first aiders)

6.2. ☐ Workers (incl. students) are provided with training and opportunities to practice emergency procedures

6.3. ☐ Details of local emergency responders are communicated to the working group (e.g. signage, on local web site)

6.4. ☐ Workers (incl. students) are regularly (at least annually) reminded to review the Site Emergency Plan

6.5. ☐ Emergency evacuation exercises are conducted regularly (at least annually)

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7. Incident/hazard reporting and management

7.1. ☐ All workers (incl. students under your control) know how to report an incident (including near misses) or hazard

7.2. ☐ Incidents and hazards are immediately reported to supervisors and formally recorded in SCRIM within 24 hours

7.3. ☐ Supervisors investigate incidents to identify root causes and plan corrective actions

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Current Issues

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8. Suppliers, contractors and purchasing controls

8.1. ☐ Hazards related to equipment and materials being purchased are considered

8.2. ☐ Attempts are made to purchase the safest products and services

8.3. ☐ Safety is a mandatory selection criterion during quote and tender evaluation processes

8.4. ☐ Service contract specifications include safety performance requirements and performance indicators

8.5. ☐ Service contractors are appropriately qualified

8.6. ☐ Service contractors undergo local inductions including hazard awareness

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5. CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:
- ask questions relating to WHS
- bring up safety concerns
- make recommendations regarding WHS

- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problem solving process.

It is important that workers help shape decisions about WHS particularly when:
- identifying hazards and assessing risks
- making decisions about ways to eliminate or minimise those hazards or risks
- proposing business changes that may affect the health and safety of workers
- purchasing of new equipment or substances
- developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their manager and/or Health and Safety Representative. If the issue identified remains unresolved, it should be raised directly with the Manager.

Health and Safety Representatives (HSR)

HSRs are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSRs must undertake training to exercise their powers, and may:
- consult with workers on a regular basis
- inspect a work area as required
- participate in workplace accident and incident investigations as required
- participate in any change management discussions that may affect the health and safety of workers
- provide advice to managers on the welfare of workers in their work group.

HSRs cannot exercise their powers under the WHS Act unless they are trained. HSRs are not liable for acts or omissions that are undertaken in good faith. HSRs are not entitled to personal or medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically.

Work Health and Safety Committee

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. At (insert name of Parish/Organisation) the Work Health and Safety Committee will meet quarterly and:
- facilitate co-operation between the PCBU and workers in the instigation, development and implementation of WHS policies and procedures
- assist in developing standards, rules and procedures relating to health and safety
- consult with workers regarding their WHS concerns
- consult with management regarding worker WHS concerns including change that may influence WHS more broadly
- ensure the conduct of regular workplace inspections.

Minutes of the latest Health and Safety Committee meeting will be made available for all workers to review.

6. WHS RISK ASSESSMENT

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.
Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:
- elimination (removal of the hazard)
- substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
- isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- engineering (e.g. guarding on machinery)
- administrative (e.g. provision of training, policies and procedures, signage)
- personal protective equipment (e.g. use of hearing , eye protection, high visibility vests).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that (insert name of Parish/Organisation) achieves the goal of eliminating or minimising the risk workers may be exposed to.

7. WHS ISSUE RESOLUTION

Wherever possible, any WHS concerns will be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved, then it can be referred to the Manager for resolution. Ultimately any issue remaining unresolved may be referred to the Board. Where the issue remains unresolved the default procedure for issue resolution set out in the WHS Regulations must be followed.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask SafeWork SA to appoint an inspector to assist in resolving the matter.

8.   AUTHORITATIVE SOURCES

- *Work Health and Safety Act 2012*

- *Work Health and Safety Regulation 2012*

- *Work Health and Safety Policy and Procedures 2020 (Diocesan)*

Additional information on these sources may be found at www.safework.sa.gov.au

PART B: GENERAL WHS INFORMATION

1. EMERGENCY PROCEDURES

An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:
- Office/reception
- common areas
- workshops
- male toilets
- female toilets

The Emergency Contacts List is at **Form 1**. All fire emergency equipment, such as horns, sirens and fire extinguishers, will be tested by an approved provider every 12 months.

2. HAZARD/INJURY/INCIDENT REPORTING

How to Report a Hazard or Injury or Incident:

All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:
- Advise the Manager of the incident or injury or hazard
- For recording purposes complete a Hazard/Injury/Incident Report Form
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- All hard copy forms should be signed by the relevant parties
- The Manager or their delegate must record all injuries on the injury register
- Internal reporting of any hazard/injury/incident should occur is separate from reporting of notifiable incidents to SafeWork SA. The Hazard/Injury/Incident Report form is at **Form 2**.

3. REPORTING OF NOTIFIABLE INCIDENTS

Any serious incidents must be notified immediately to the Manager. After becoming aware that any such incident has occurred, it is the Manager's responsibility to report 'notifiable incidents' to SafeWork SA by the fastest possible means, either:
- by phone—ring SafeWork SA 1800 777 209 (**Life threatening issues or a death) or** 1300 365 255 (**Non-life threatening injuries/issues)**
- by email notifications.safework@sa.gov.au
- By completing the notifiable incident form on https://www.safework.sa.gov.au/notify/workplace-incident

Definition of "notifiable incident": 'Notifiable incidents' include the following:

- **the death of a person**

- **a serious injury or illness of a person**

  Serious injury or illness includes immediate treatment as an in-patient in a hospital; immediate treatment for certain serious injuries; or medical treatment within 48 hours of exposure to a substance

- **a dangerous incident**

  A 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.

4. FIRST AID

Definitions:

- **First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

- **First aid officer** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

The (insert name of Parish/Organisation) has in place the following first aid procedures:
- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within the workplace
- Clear signage with the name of the FAO and the location of the first aid kits
- The provision of a suitable first aid kit in all (insert name of Parish/Organisation) vehicles. It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained First Aid Officer Training:
- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent)
- Refresher training should be undertaken every three years.

First Aid Officer Responsibilities:
- The FAO is approved to render first aid assistance in the workplace.
- The FAO should ensure that they do not administer first aid services beyond their level of training.
- A record of any first aid treatment given should be kept by the FAO and reported to the Manager on a regular basis to assist with reviewing first aid arrangements.

Contact details for (insert name of Parish/Organisation) FAOs are displayed on all noticeboards.

FIRST AID—SUMMARY FOR THE MANAGER

- Ensure that a First Aid Officer (FAO) has been appointed and trained.
- Keep a copy of the FAO's qualifications.
- Ensure that a first aid kit is provided and maintained by the FAO.
- Advise all managers and workers of the name of the FAO and the location of the kit.
- Place a sign on the wall where the kit is located.

5. WHS TRAINING AND INDUCTION

Training

(insert name of Parish/Organisation) is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for (insert name of Parish/Organisation) to achieve a safe workplace. The WHS training needs for (insert name of Parish/Organisation) will be determined in consultation with managers and workers, as well as through review of the WHS Risk Register, however it can be generally categorised into three kinds:

Generic WHS Training—skills and knowledge which is commonly required, e.g. induction training, WHS risk management training, evacuation procedures.

Risk Specific WHS Training—training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substances training, manual handling training, confined spaces training, working from heights.

Task Specific WHS Training—skills and licensing which are required depending on the specific hazards and risk, e.g. any high risk work licenses such as for driving forklifts, cranes.

Documentation for Training

Training records shall be maintained as evidence of training delivery and assessment of competence.

WHS Induction

All new managers and workers are required to be provided with WHS information regarding the workplace as part of their overall induction and introduction to (insert name of Parish/Organisation). A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely.
The WHS Induction Checklist at **Form 3** should be used in conjunction with the general induction training program for land workers to ensure that all new workers are aware of the WHS systems, policies and procedures in place within (insert name of Parish/Organisation).

Procedure

The Manager must ensure a WHS induction is provided on the new team leader or worker's first day. If the Manager is not available, he or she should organise for a replacement to conduct the induction. The Manager must:
- use the attached WHS Induction Checklist (**Form 3**) to ensure that all WHS issues are covered
- on completion of the induction, sign the checklist and ensure that the new worker also signs
- file a copy of the induction checklist on the worker's file
- provide the new worker with access to this WHS Management Plan and the WHS Policies and Procedures Manual. A new Manager will be inducted by the outgoing Manager or a Senior Manager.

WHS Induction for Contractors/Visitors

All contractors/visitors should be provided with a Safety Briefing prior to entering the (insert name of Parish/Organisation) premises.

All contractors/visitors must sign in and be provided with a copy of the (insert name of Parish/Organisation) Safety Briefing Handout to read, and to then sign, acknowledging that they have read and understood the information. These documents are included at **Form 4**.

Detailed WHS Induction for Contractors

For contractors (e.g. trade persons) the requirements for induction will depend on the work to the undertaken and the duration of their stay at the workplace. At a minimum, contractors should be advised of emergency procedures and location of facilities. Refer to **Form 5**.

All WHS training provided to managers, workers and contractors should be recorded in the WHS Training Register (**Form 6**). Alternatively, this training register can be incorporated into an overall Staff Development and Training Register which details all professional development and training undertaken by (insert name of Parish/Organisation) managers and workers.

6. RISK MANAGEMENT AND THE RISK REGISTER

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors and contractors at (insert name of Parish/Organisation).

As required by the WHS Act, (insert name of Parish/Organisation) has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by (insert name of Parish/Organisation) include:
- regular hazard inspections of the (insert name of Parish/Organisation) environment
- a comprehensive risk register detailing all WHS risks associated with the operation and activities of the (insert name of Parish/Organisation)
- documented WHS policies and procedures
- risk assessments of newly purchased equipment
- risk assessments for any change to work processes
- hazard, injury, incident reporting procedures
- incident investigations (at the direction of the Manager)

Definitions:

> **WHS Hazard:** Anything which has the potential to cause injury or illness.

> **WHS Risk:** A WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

> **WHS Risk Control:** WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

The Risk Management Process

WHS risk management should be undertaken for all activities where there is the potential for harm including:
- before activities commence;
- before the introduction of new equipment, procedures or processes;
- when equipment, procedures or processes are modified.

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people and lifting/moving items.

Step 2: Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Use the table below to determine how significant the risk is.

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, (insert name of Parish/Organisation) requires that it is eliminated or reduced in consultation with the relevant stakeholders.

- **Step 1: identify the Consequences—or how severely could it hurt someone**
- **Step 2: identify the Likelihood—or how likely is it for an injury to occur**
- **Step 3 & 4: identify the Risk Priority Score—to prioritise your actions**
- **Step 5: apply the hierarchy of hazard control**
- **Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed.**

Appendix 1

Step 1—CONSEQUENCES How severely could it hurt someone? or *How ill could it make someone?* *— Circle it*		Step 2—LIKELIHOOD *How likely is it for an injury to occur? —Circle it*			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

STEP 3: RISK PRIORITY SCORE IDENTIFIES THE NECESSARY ACTION AND RESPONSE

Step 3—RISK PRIORITY SCORE	Step 4—ACTION AND RESPONSE
1 = Very High Risk	Stop the activity—immediate action is required to ensure safety—safety measures applied must be cleared by the Manager before any activity recommences
2 = High Risk	Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Manager for decision is mandatory
3 = Substantial Risk	Be aware - action required as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the responsible Manager during the current shift or before the next shift
5 = Acceptable Risk	Do something when possible. Manage by routine procedures.
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager

STEP 4: CONTROL THE HAZARDS

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):
• eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals
• substitute; use a non-hazardous chemical, use a different machine that can do the same task
• isolation; contain noisy machinery within a booth
• engineering controls; design equipment differently, providing lifting devices to minimise manual handling
• administrative processes; task variation, job rotation, training
• personal protective equipment; gloves, hearing protection, eye protection

STEP 5: REVIEW THE PROCESS

Continuously review to monitor and improve control measures and find safer ways of doing things.

Documentation for Risk Assessment

The documentation required for a WHS risk assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various activities of the (insert name of Parish/Organisation). The WHS Risk Assessment Proforma and procedure for conducting an assessment is at **Form 7**.

The WHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks should be documented on a centralised risk register for (insert name of Parish/Organisation). The risk register holds a list of (insert name of Parish/Organisation) key risks that need to be monitored and managed. The risk register is to be managed by the Manager who should be notified if new hazards are identified and controls implemented so that the risk register can be amended.
The Manager is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

7. WORKPLACE HAZARD INSPECTIONS

The (insert name of Parish/Organisation) is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the Manager and/or nominated manager/s accompanied by Health and Safety Representatives (HSRs) should undertake WHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using the attached information and checklists (**Forms 8 and 9**). **Form 10** is also available for (insert name of Parish/Organisation) activities off site undertaken by (insert name of Parish/Organisation).

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular inspections, all managers should also conduct weekly hazard inspections of their work sites in conjunction with HSRs. Any hazards noted during these inspections should immediately be reported to the Manager and appropriate remedial action taken.

All hazard inspection documentation should be filed by the Manager.

8. PURCHASING

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

9. WHS RECORD KEEPING

The Manager should retain all WHS and workers compensation documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the *Privacy Act 1988* (Cth) and the Diocesan Privacy Policy.

10. DOCUMENTS TO BE DISPLAYED

- Emergency contacts page (**Form 1**)
- Emergency Evacuation Plan
- Return to Work Policy
- Work Health and Safety Policy
- Accident/Incident Notification details
- Compensation and Return to Work information

11. IMPORTANT CONTACT NUMBERS

- SafeWork SA
- 1800 777 209 (**Life threatening issues or a death)**
- 1300 365 255 (**Non-life threatening injuries/issues)**
- email notifications.safework@sa.gov.au
- Postal Adress: GPO Box 465 Adelaide SA 5001
- Notifiable incident form on https://www.safework.sa.gov.au/notify/workplace-incident

PART C: SPECIFIC WHS REQUIREMENTS

1. ASBESTOS

It is highly likely that the premises to be occupied by (insert name of Parish/Organisation) were built before 31 December 2003 and therefore, there is a requirement for (insert name of Parish/Organisation) to comply with these measures outlined including an asbestos management plan and asbestos register. Do not repair or conduct work on any building without first checking the asbestos register. A sample register is included at **Form 11**.

2. INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination and violence of any form will not be tolerated at (insert name of Parish/Organisation). (insert name of Parish/Organisation) undertakes to investigate all complaints formally made. (insert name of Parish/Organisation) will take action to resolve the complaint.

3. CONTRACTORS

(insert name of Parish/Organisation) is committed to ensuring that all workers under its control, including contractors and sub- contractors have a safe and healthy environment in which to perform their duties. Contractors are likely to be workers employed by (insert name of Parish/Organisation) to undertake a specific task; the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the (insert name of Parish/Organisation) workplace. In order to achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- made aware of (insert name of Parish/Organisation) Emergency Procedures
- if reasonable, and if the work will involve high risk tasks, have completed the Detailed WHS Induction Checklist for Contractors (**Form 5**).

All contractors must abide by (insert name of Parish/Organisation) WHS requirements which will be advised to them before engagement.

4. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the hazardous substances register and have their current Safety Data Sheet (SDS) present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where (insert name of Parish/Organisation) workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum.

A hazardous substances register will be developed to record any substances purchased or used by the (insert name of Parish/Organisation) (see **Form 12**). This will be reviewed on a regular basis.

5. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

1. Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:
• before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
• before return to service from a second-hand sale, to ensure equipment is safe.

Generally the following should be followed:
• tools and leads: every 12 months (low use)
• Safety Switches: monthly
• Offices: every 3 to 5 years

2. Residual Current Devices:

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

3. Unsafe Equipment:

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

6. CONFINED SPACES

All confined spaces are placarded with access strictly controlled. Entry requires the issue of a confined spaces permit on each occasion. No employee or contractor will be issued a permit to work in any confined space on the property unless they are trained and supervised. When working in a confined space a trained bystander must be present at all times. A register of identified confined spaces and entry permits is maintained at the office.

7. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:
• Buildings and roofs
• High machinery; cherry pickers, trucks and trailers.

(insert name of Parish/Organisation) will ensure that:
• Workers working at height are made aware of the hazards and risk management procedures
• Fall arrest or fall prevention harnesses are provided and used
• Workers are instructed in the correct use of fall prevention.

Contractors will ensure that they:
• Observe and apply risk management procedures when working at heights
• Use the required personal protective equipment (PPE) where indicated.

8. MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object. Manual tasks include tasks that have repetitive actions, sustained postures and may involve exposure to vibration. The types of injuries related to manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual handling hazards are managed at (insert name of Parish/Organisation) by a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to check that the solutions work.

Examples of manual handling tasks in the (insert name of Parish/Organisation) environment include:
• lifting and moving equipment
• general repairs

Preventing Manual Handling injuries
• decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools and equipment)
• avoid double handling of items
• provide mechanical aids (hoists)
• redesign the task (such as rotating workers)
• identify changes that are possible immediately, and those that may take time to implement
• document your risk control decisions for each task assessed, and set timelines for changes
• trial the changes in consultation with workers before making them permanent
• provide training if new equipment is introduced.

When loading/unloading vehicles
• use lift equipment wherever practicable, otherwise
• prepare by stretching and warming up, especially after prolonged sitting in the vehicle
• slide the item as close as possible to you before lifting
• keep you back straight and bend your knees when lifting
• put loads down in the same manner in which they were picked up
• where possible store frequently used items at a suitable height; between waist and shoulder height, which reduces the need for forward bending when lifting, and
• whenever possible use trolleys for moving larger and heavy items

9.   PLANT AND EQUIPMENT

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to farm machinery, office furniture and any other equipment used for work purposes.

Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

Maintenance and repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant.
Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker or contractor by a number of methods such as:
• equipment inspections;
• verbal reporting of equipment malfunction to the appropriate manager
• hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the plant/equipment should be moved to a location where it is not accessible.

Record Keeping

Records of inspection, testing and monitoring are required to be maintained by (insert name of Parish/Organisation). As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

10. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) may be required to protect managers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used at (insert name of Parish/Organisation) might include:
• respirators and masks
• foot protection (safety shoes and boots)
• body protection (high visibility clothing, long sleeves, wide brimmed hats, gloves)
• helmets
• any substance used to protect health, for example, sunscreen.

If required, workers are obliged to use PPE when required and when reasonably practicable. Other requirements include:
• workers should be fully trained in the safe use, storage and maintenance of PPE
• PPE must be checked before use for the correct type, fit and undamaged
• do not reuse disposable, contaminated or damaged PPE
• store PPE correctly.

11. SLIPS, TRIPS AND FALLS

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

Prevention

Reduce the risk of injury by following these guidelines:
• avoid walking on slippery floors
• keep floors free of water and grease
• clean floors regularly
• post warning signs around spills or wet floors
• install non-slip tiling or other non-slip floor products
• use rubber mats in areas where the floors are constantly wet
• use non-slip footwear
• clean up spills immediately
• install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface.
• use floor cleaning products to remove oil and grease.
• agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
• use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.

12. DRUGS AND ALCOHOL

(insert name of Parish/Organisation) maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.
To assist in these requirements, (insert name of Parish/Organisation) workers, contractors and visitors shall observe that:
• No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day
• No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
• If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
• Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

(insert name of Parish/Organisation) encourages all employees not to smoke. Please do not smoke in any vehicle, tractor or building.

13. UV RADIATION

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks.

14. VEHICLES

Alcohol and Drugs

(insert name of Parish/Organisation) managers and workers must not drive a personal or (insert name of Parish/Organisation) vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

Licences

(insert name of Parish/Organisation) managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the Manager if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the Manager or their delegate to be retained on file.

Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. (insert name of Parish/Organisation) managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a (insert name of Parish/Organisation) workplace.

Seat Belts

it is a legal and (insert name of Parish/Organisation) requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at a (insert name of Parish/Organisation) workplace.

Smoking

Smoking in any (insert name of Parish/Organisation) vehicle by either drivers or passengers is prohibited.