

# *Work Health and Safety Policies and Procedures*





## **CONTENTS**

### **Policies And Procedures**

1.	Work Health and Safety	4
2.	Health and Safety Rules	9
3.	Induction and Training	11
4.	Consultation and Participation	14
5.	Emergency Response Planning	17
6.	Bacteria and infection Control	20
7.	Injury Management and First Aid	23
8.	Electrical Hazards	27
9.	Fire Hazards	32
10.	Hazardous Substances	35
11.	Manual Handling	39
12.	Incident Reporting	42
13.	Work Health and Safety Audit	45

### **Appendices**

A.	Hierarchy of Control	47
B.	Notifiable Incident Report Form	48
C.	Accident/ Incident Report Form	50
D.	Annual Hazard Review	53

## **WORK HEALTH AND SAFETY**

### **PURPOSE**

The Diocese of The Murray is committed to the work health, safety and welfare of its workers and attendees.

The Diocese aims to provide a working environment which minimizes the risk to work health and safety as far as is reasonably practical.

The Diocese will achieve this by adopting a planned and systematic approach to the management of occupational health, safety and welfare and by providing the resources for its successful implementation and continuous improvement.

Diocesan Council is responsible for providing and maintaining a safe and healthy workplace for all its employees.

The Diocese will achieve this by complying with the Work Health and Safety Act 2012 and supporting the associated Codes of Practice, and by consultation and communication of relevant information with workers.

### **OBJECTIVES**

The objectives of this policy are to ensure that:

1. All hazards and risks to health are identified and assessed, and where they cannot be eliminated, effectively controlled.
2. Measures to control hazards and risks to health and safety are regularly monitored and evaluated.
3. Workers are consulted and encouraged to contribute to the decision-making process on work health and safety in the workplace.
4. All officers and workers receive appropriate and necessary information, instruction, training and supervision to work in a safe and healthy workplace.

### **SCOPE**

This policy and its procedures apply to all workers of the Diocese of The Murray and its related entities.

### **DEFINITIONS**

*Attendee* refers to a person who attends a workplace in the Diocese of The Murray such as a church worshipper or visitor.

*Due diligence* means taking reasonable steps to:

1. Acquire and keep current knowledge of work health and safety matters.
2. Understand the nature of the business and associated hazards and risks.
3. Ensure that there are adequate resources and processes to manage those risks.
4. Ensure that there is effective communication of health and safety matters.

*Hazard* is anything that causes harm.

*Risk* is the probability of harm occurring.

*Incident* is any unplanned event that occurs which may result in undesirable consequences.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part of, the PCBU.

*Reasonable care* means the standard of care that workers must meet. It means what a reasonable person would do in the circumstances, having regard to the:

1. Person's knowledge.
2. Person's role.
3. Person's skills and resources available to him/ her.
4. Person's qualifications.
5. Information the person has.
6. Consequences to health and safety of a failure of the person to act in the circumstances.

*Reasonably practical* means what could have been done or can be done to ensure compliance with work health and safety, after considering the:

1. Likelihood of the hazard or risk occurring and the degree of harm that might result.
2. Extent an affected person should have known about the hazard or risk.
3. Ability of an affected person to eliminate or mitigate the risk, given the availability of processes and methods to manage the risk.
4. Relative cost of managing risk.

*Related entities* refers to those entities within the Diocese of The Murray, including any congregational groups, which operate within the Ordinances of the Diocese of The Murray.

*Unfit state* refers to a worker being affected by drugs, alcohol, or tiredness such that it limits the ability of the worker and fellow workers to work safely in the workplace.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the Work Health and Safety Act 2012 and Regulations and Amendments.

## **PRINCIPLES**

### **Effective WHS Management**

The Diocese of The Murray will have a WHS management system in place that ensures:

1. Both specific WHS legislative requirements and common law responsibilities for implementing and managing WHS are recognised and accepted by Diocesan Council, and that they are trained as officers to fulfil their responsibilities.
2. WHS is linked to diocesan strategic goals and objectives.
3. A process of continuous improvement in WHS, fostered by regular interaction and learning of WHS issues between the Diocese of The Murray and its related entities.
4. Consultation and cooperation between management and other workers on WHS issues.

5. A safe workplace is maintained by implementing safe systems of work, and controlling risks to work health and safety.
6. Regular audits are undertaken to ensure compliance with legislation and policies/ procedures, and as part of managing potential hazards to work health and safety.

### **Preventative Risk Management Approach**

The Diocese of The Murray will take a preventative risk management approach to WHS by:

1. Establishing and maintaining a risk management process in relation to workplace equipment, materials and substances, and tasks undertaken at the workplace.
2. Providing adequate training and instruction to all workers as necessary, and to equip them with the knowledge and skills necessary to meet their WHS responsibilities.

### **Proactive Injury and Illness Management Approach**

The Diocese of The Murray will proactively manage work-related injuries and illnesses by:

1. Systematically reporting, recording and investigating all hazards and incidents.
2. Encouraging the earliest possible safe return to work of injured workers, using accredited advisors, and positive return-to-work strategies with the affected worker.
3. Investigating the cause of workplace injury or illness, and taking steps to prevent or reduce the risk of any recurrence of that injury or illness.

## **IMPLEMENTATION**

The Diocese of The Murray will achieve its workplace health, safety and welfare objectives by:

1. Providing adequate resources to cost-effectively eliminate or minimize the risks or hazards.
2. Providing relevant and practical policies and procedures that document standards and guide work health and safety officers and workers in carrying out their responsibilities.
3. Undertaking regular risk assessments and developing strategies to manage unacceptable risks, in consultation with workers.
4. Allocating accountabilities and responsibilities for work health and safety in plans, position descriptions and procedures.
5. Providing instruction, education and guidance when undertaking work activities that present work health and safety hazards and risks.
6. Reviewing the management of work health and safety to identify areas of improvement.
7. Supporting a culture that values the health and safety of all.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray will ensure, as far as is reasonably practical, the health and safety of:

1. Workers they engage.
2. Workers whose activities in carrying out work are influenced or directed by the PCBU, while those workers are in the workplace.
3. Attendees.

The Diocese of The Murray is responsible for:

1. Consulting with workers and related entities on WHS matters.

2. Adopting Diocesan Council-approved WHS policies and procedures.
3. Communicating to related entities updated WHS policies and procedures and collective WHS issues raised concerning those entities.
4. Coordinating any common WHS training and development of common WHS procedures.

## **OFFICERS**

Under the Work Health and Safety Act 2012, the officers of the Diocese of The Murray are the:

1. Bishop of The Murray.
2. Members of Diocesan Council.
3. The Registrar.

## **MANAGERS**

While at work, managers are responsible for:

1. Taking reasonable care for their own health and safety.
2. Taking reasonable care that any actions or omissions do not adversely affect the health and safety of others.
3. Managing the work health and safety of the workplace under their control by:
  - (a) Ensuring that WHS policies, procedures and work instructions are implemented, communicated to and followed by all workers and visitors.
  - (b) Ensuring that hazard and incident reports are completed and that workers and volunteers are consulted and kept informed of actions.
  - (c) Ensuring that risk control measures are implemented and maintained.
  - (d) Ensuring that workers and volunteers receive appropriate supervision, information and training.
  - (e) Consulting with workers on work health and safety matters to ensure the best possible resolution for work health and safety issues at the workplace.
  - (f) Ensuring that a site WHS Action Plan is developed to implement safety policies and procedures.
  - (g) Ensuring that workers do not work when in an unfit state that may put themselves and others at risk while at work.

## **WORKERS**

While at work, employees, volunteers, contractors and other workers are responsible for:

1. Taking reasonable care for their own health and safety.
2. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the PCBU that complies with the WHS Act.
3. Cooperating with any reasonable policy or procedures of the PCBU relating to the health or safety at the workplace that has been notified to workers.
4. Reporting hazards and incidents promptly according to established procedures.
5. Not being in an unfit state that may put themselves or others at risk while at work.
6. Participating in a planned return-to-work program following workplace WHS incidents.

## **DISSEMINATION**

Each worker will be provided with a copy of the Work Health Safety Policy as part of his/ her induction.

## **REVIEW**

This policy will be reviewed every two years.

*Issued:* July 2015

*Reviewed:*



## HEALTH AND SAFETY RULES

### OVERVIEW

These rules are designed to indicate clearly to workers the healthy and safe manner in which they are required to work at the workplace.

These rules should be placed openly in the workplace for all workers and volunteers to see.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

*Hazard* is a situation that has the potential to cause harm.

*Risk* is the probability of harm occurring.

*Incident* is any unplanned event that occurs which may result in undesirable consequences.

*Near Miss* refers to an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

*Notifiable Incident* is a serious incident that involves the death of a person, the serious injury or illness of a person (requiring *immediate* medical treatment) or a dangerous incident (e.g. a fall from a height, leaking chemical substance, electric shock).

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Reasonable care* means the standard of care that workers, including volunteers, must meet. It means what a reasonable person would do in the circumstances having regard to the:

1. Person's knowledge.
2. Person's role.
3. Person's skills and resources available to him/ her.
4. Person's qualifications.
5. Information the person has.
6. Consequences to health and safety of a failure for him/ her to act in the circumstances.

*Reasonably Practicable* means what could have been done or can be done to ensure compliance with work health and safety, after considering the:

- Likelihood of the hazard or risk occurring and the degree of harm that might result.
- Extent an affected person should have known about the hazard or risk.
- Ability of an affected person to eliminate or minimise the risk given the availability of processes and methods to manage the risk.
- Relative cost of managing the risk.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray. Where this procedure is being applied to a related entity, then this definition refers to relevant persons in that entity.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted. If this procedure is being applied to a related entity, then the workplace is where work is carried out for that particular entity.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

## **THE RULES**

1. All workers and volunteers have a work health and safety duty to take reasonable care for their own health and safety, and for the health and safety of others in the workplace.
2. All workers and volunteers have a work health and safety duty to comply, as far as they are reasonably able, with any reasonable instruction provided by the PCBU.
3. All workers and volunteers have a work health and safety duty to cooperate with any reasonable policy or procedure provided by the PCBU.
4. All workers and volunteers have a work health and safety duty to know and follow all health and safety rules, and emergency response and evacuation plans.
5. The workplace is smoke-free.
6. Only prescription drugs may be consumed in the workplace. No alcohol may be consumed unless authorised by the PCBU.
7. All work involving heights, electrical equipment, lifting, handling of chemicals, or asbestos must have the permission of the PCBU before commencement.
8. All potential hazards or accidents and incidents must be reported to the Registrar of the Diocese of The Murray and the Manager of the PCBU.
9. A Notifiable Incident must be reported to the Registrar of the Diocese of The Murray or Manager of the PCBU within 24 hours of the incident occurring.
10. The workplace should be kept neat and tidy at all times.

*Issued: July 2015*

*Reviewed:*

## **INDUCTION AND TRAINING**

### **OVERVIEW**

This procedure aims to give officers, workers (especially new workers) and volunteers, information about work health and safety policies and procedures in the workplace.

All officers, workers and volunteers should be aware of the existence of relevant policies and procedures, and where they can be sourced, and of their duty of care with workplace health and safety.

### **SCOPE**

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### **DEFINITIONS**

*Hazard* is a situation that has the potential to cause harm.

*Risk* is the probability of harm occurring.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the PCBU.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the Work Health and Safety Act 2012 and associated Regulations and Amendments.

### **RESPONSIBILITIES**

#### **Diocese of The Murray**

The Diocese of The Murray is responsible for the application of the approved WHS policies by assessing and approving all relevant procedures underpinning those WHS policies.

#### **Diocesan Council**

Diocesan Council is responsible for:

1. Approving this procedure.
2. Ensuring the procedure is periodically reviewed and complies with approved WHS policies.
3. Communicating this procedure to managers.

## **Managers**

While at work, managers are responsible for:

1. Ensuring that this procedure is implemented, communicated to and followed by all workers and visitors.
2. Ensuring that risk control measures are implemented and maintained.
3. Ensuring that workers and volunteers receive appropriate supervision, information and training.

## **Workers**

While at work, workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the PCBU that complies with the relevant WHS Act.
2. Cooperating with this procedure that has been notified to workers.

## **PROCEDURE**

The following Induction Checklist should be used for all workers, especially new workers, and volunteers.

*Issued:* July 2015

*Reviewed:*

## INDUCTION CHECKLIST

Entity: \_\_\_\_\_

Name of worker/ volunteer: \_\_\_\_\_

The worker/ volunteer has been:

- ☐ Provided with the approved WHS Policy, Safety Rules and location of WHS Procedures.
- ☐ Made aware of the worker/ volunteer's duty of care regarding work health and safety.
- ☐ Provided with a property plan showing the name and location of staff as appropriate.
- ☐ Introduced to other workers.
- ☐ Advised of the location of toilets and other facilities.
- ☐ Given details of first aid facilities.
- ☐ Provided with a copy of the Emergency Response Plan.
- ☐ Shown the location of firefighting equipment.
- ☐ Shown how to complete the Notifiable Incident Form.
- ☐ Shown copies of the Asbestos Register, where it exists.
- ☐ Provided with an opportunity to ask questions on WHS matters.

Signed: \_\_\_\_\_ (Worker/ volunteer)

Signed: \_\_\_\_\_ (Manager/ on behalf of the PCBU)

Date: \_\_\_\_\_

## **CONSULTATION AND PARTICIPATION**

### **OVERVIEW**

This procedure is designed to instruct officers of the PCBU about the need to consult with workers and how workers can participate in work health and safety matters.

As an outcome, it is expected that the Diocese of The Murray and related entities, through their officers, and workers, will be aware of current work health and safety issues at their workplace through an open consultative approach with workers.

### **SCOPE**

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### **DEFINITIONS**

*Hazard* is a situation that has the potential to cause harm.

*Risk* is the probability of harm occurring.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the Work Health and Safety Act 2012 and Regulations and Amendments.

### **PROCEDURE**

Legislation requires the PCBU to consult with workers and with other duty holders on all matters relating to WHS.

Due to the small numbers of paid workers at most related entities, it is impractical to form Safety Committees.

Any or all of the following consultation procedures are therefore recommended:

- I. Consultation takes place in the form of information sessions at leaders' meetings and/or participants' meetings on a regular basis. At those meetings, attendees should be asked to offer suggestions and ask questions on WHS issues. A responsible "officer" (being ordinarily a member of parish council or equivalent) should be available for consultation on safety issues on request. All issues arising from these meetings should be recorded and communicated to Diocesan Council meetings or other subcommittee approved by Diocesan Council.

2. Sending out regular newsletters featuring WHS information and updates.
3. Regularly updating the workplace noticeboard or website with WHS information, including the latest safe work policies and procedures.
4. Having a 'suggestions' email box for workers, including volunteers to send suggestions to about ways to work safely and other matters.
5. Holding short talks about workplace safety that are relevant to the tasks at hand, preceding workplace activities such as working bees.

WHS matters should be included as a standing item for all meetings of Diocesan Council.

WHS issues affecting other related entities of the Diocese of The Murray be reported to Diocesan Council. WHS issues arising from the Diocese of The Murray should be reported to other related entities.

## **CONSULTATION WITH WORKERS**

The PCBU must consult with workers when:

1. Identifying hazards and risks about work to be carried out.
2. Making decisions about ways to eliminate or minimise risks.
3. Making decisions about the adequacy of facilities for the welfare of workers.
4. Proposing changes that may affect the health or safety of workers.
5. Making decisions about procedures regarding:
  - How to consult with workers.
  - Resolving workplace health and safety issues.
  - Monitoring the health of workers.
  - Monitoring workplace conditions.
  - Providing information and training for workers.

## **PARTICIPATION**

The appointment of a Health and Safety Representative (HSR) is not mandatory.

However, the PCBU must facilitate the election of a Health and Safety Representative if one or more workers ask for such a representative.

Health and Safety Committees (HSC) are not mandatory, but the PCBU must establish an HSC within 2 months if requested by 5 or more workers.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray is responsible for the application of the approved WHS Policy, by assessing and approving all relevant procedures underpinning that WHS Policy.

### **DIOCESAN COUNCIL**

Members of the Diocesan Council are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers.

## **MANAGERS**

While at work, managers, are responsible for:

1. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
2. Ensuring that risk control measures are implemented and maintained.
3. Ensuring that workers receive appropriate supervision, information and training.

## **WORKERS**

While at work, workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the WHS Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued: July 2015*

*Reviewed:*



## EMERGENCY RESPONSE PLANNING

### OVERVIEW

This procedure is designed to give officers and workers information about how to respond in the event of an emergency at the workplace, or nearby, that potentially affects the health or safety of workers and others in the workplace.

An emergency response event typically threatens the health and safety of people. It involves threats of fire, falling objects, bombs, and significant chemical/substance spills.

Emergency responsiveness involves the orderly, quick and safe removal of people from the threat.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

*Emergency response event* refers to an incident or event requiring a collective action by all people affected at the workplace to move themselves to a place of safety. Such incidents are the threat of fire, a leaking substance, or a bomb threat.

*Hazard* is a situation that has the potential to cause harm.

*Risk* is the probability of harm occurring.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray and related entities.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

### PROCEDURE

#### Prepare an emergency response plan

The manager of the PCBU must set out an escape plan, including:

1. A diagram showing designated routes from each location within the building.
2. A diagram showing where to assemble once clear of the building.
3. A diagram of the building showing the location of firefighting equipment, exits and assembly points.

4. Names and location of emergency wardens, first aiders and firefighters.
5. Whom to report to when clear of the building.
6. An orderly and effective exit that includes not returning for valuables.
7. How to recognise an evacuation warning signal.
8. Who is responsible for management of escape routes such as checking corridors, toilets, using fire extinguishers, closing doors, and ensuring all people have been evacuated.
9. Shutting down dangerous equipment (if relevant).
10. Telephone numbers of fire station, police and ambulance.
11. "All clear" procedures.

The emergency response plan must be placed in visible locations in the workplace.

### **Testing of Emergency Procedures**

The manager must:

1. Conduct regular drills to test the effectiveness of the emergency response plan.
2. Where a neighbouring PCBU shares a common building or workplace, then coordinate testing with them.
3. Consider consulting with emergency service organisations to ensure a satisfactory plan and results.

### **Communication with others**

#### *Consult with workers*

Managers and officers should remind workers of the emergency response plan and their need to be familiar with it, when meeting at the workplace.

Workers should be encouraged to raise issues concerning emergency response planning, with leaders, emergency wardens, or WHS officers.

Managers and officers should ensure all new workers are made aware of emergency response procedures as part of their induction.

Managers and officers should ensure that a person made responsible to act as emergency warden is made aware of the tasks required, and is given any necessary training to fulfil the role.

#### *Medical treatment and assistance*

Managers and officers should ensure the name and location of accredited first aiders and ambulance are prominently displayed and kept up to date.

Managers and officers should ensure the first aider is made aware of the scope of this/ her assistance, should it be required.

#### *Consult with other WHS duty holders*

Managers and officers should regularly consult with neighbouring PCBU (either sharing common facilities or workplace) to ensure emergency response plans are coordinated and that there is consultation between PCBUs.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The PCBU must ensure that an emergency response plan is prepared for the workplace that includes:

1. Emergency procedures, that is:
  - An effective response to an emergency.
  - Evacuation procedures.
  - Notifying emergency service organisations at the earliest opportunity.
  - Medical treatment and assistance.
  - Effective communication between the person authorised by the PCBU to coordinate the emergency response and all persons at the workplace.
2. Testing of the emergency procedures, including the frequency of testing;
3. Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

### **Diocesan Council**

Members of the Diocesan Council, as part of their duty of care, are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy and Regulations.
3. Communicating this procedure to managers and workers.

### **Managers**

While at work, managers are responsible for:

1. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
2. Ensuring that emergency response procedures are documented and advised to new workers, and are appropriately placed common areas such as entrances, lobbies/ foyers, fire exits and conference rooms as well as in the workshop and other work areas.
3. Ensuring that, in the event of an evacuation, all persons in the workplace have been safely evacuated and accounted for.
4. Ensuring that, in the event of an emergency response, notification has been given immediately to the appropriate emergency service organisation.

### **Workers**

While at work, workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the WHS Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued: July 2015*

*Revised:*

## **BACTERIA AND INFECTION CONTROL**

### **OVERVIEW**

This procedure aims to help the PCBU to manage safeguards that would reduce the potential spread of disease and infection. The safeguards include appropriate standards of personal hygiene, appropriate standards of food handling, and appropriate standards of cleanliness in the workplace.

### **SCOPE**

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and related entities.

### **DEFINITIONS**

*Hazard* is a situation that has the potential to cause harm through injury, illness or damage.

*Infectious Disease* means any illness that could be contagious and spread to other workers or visitors.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Potable Water* means clean and wholesome drinkable water.

*Reasonable Access* means access that is convenient for workers, including those with disabilities.

*Risk* is the probability of harm occurring.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*Workplace Amenities* means facilities provided for the welfare of workers while they are at work and includes washing facilities, rest areas, dining facilities, toilets, food preparation and drinking water facilities.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

### **PROCEDURE**

#### **Personal Hygiene**

##### *Toilets*

The PCBU must ensure there is reasonable access to toilets and that they are kept in a clean and hygienic state. There must be adequate and hygienic means for sanitary disposal provided to women, and clean hand-washing facilities.

### *Amenities and Air Conditioning*

The PCBU must ensure workplace amenities are maintained in a clean and hygienic condition, including the regular servicing of air conditioning systems.

### *Drinking Water*

The PCBU must ensure there is an adequate supply of cool, potable drinking water in the workplace.

## **Food Handling and Storage**

### *Food Preparation at fundraising and social events*

Managers should ensure that:

1. Personal hygiene is exercised by those handling food.
2. Kitchen facilities are clean and hygienic, and utensils and equipment sanitised.
3. Food has not perished or passed its “use-by” date.
4. Food is kept safe and out of temperature danger zones.
5. Food is properly prepared, including thawing, handling, heating and avoiding cross contamination.
6. Equipment is cleaned after the event.

### *Food disposal*

Managers should ensure that adequate and suitable refuse receptacles are provided, emptied regularly, and maintained in a clean and hygienic state.

## **Workers who are sick at work**

The PCBU must provide reasonable access to a rest area.

If this is not possible, then the PCBU needs to ensure that the person is sent or taken home, or referred to a doctor.

## **Consult with Workers**

The PCBU must consult with workers on any matters that may affect the work health and safety of workers arising from bacterial or infectious disease.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray has a primary duty of care, as far as reasonably practicable, to ensure the health and safety of workers. It is responsible for the application of the approved WHS policy, by assessing and approving all relevant procedures underpinning that WHS policy.

The Diocese of The Murray is responsible for complying with the Act and Regulations.

## **Diocesan Council**

Members of the Diocesan Council are officers. As part of their duty of care, they have a duty to exercise due diligence to ensure the Diocese of The Murray complies with the WHS Act and Regulations.

This includes taking reasonable steps to ensure the Diocese of The Murray has and uses appropriate resources and processes to eliminate or minimise WHS risks arising from bacteria and infection contaminants at the workplace.

In particular, members of Diocesan Council are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

## **Managers**

While at work, managers are responsible for:

1. Ensuring this procedure is approved, implemented, communicated to and followed by all workers.
2. Ensuring there is adequate consultation with workers on matters associated with WHS and bacteria and infection control.
3. Ensuring there is reasonable access to workplace amenities.

## **Workers**

While at work, employees, volunteers, contractors and other workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the WHS Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued:* July 2015

*Reviewed:*

## INJURY MANAGEMENT AND FIRST AID

### OVERVIEW

This procedure is designed to give officers, workers and volunteers information about providing first aid support in the workplace.

First aid is emergency care given to persons suffering injury or illness, before regular medical aid can be obtained. It aims to:

1. Preserve life.
2. Promote recovery.
3. Prevent the injury or illness from worsening.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

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

*First aid equipment* includes first aid kits and other equipment used to treat injuries and illnesses

*First aid facilities* refers to first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

*Hazard* is a situation that has the potential to cause harm.

*Risk* is the probability of harm occurring.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the PCBU.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

## **PROCEDURE**

### **Requirements for providing First Aid**

First Aid requirements will depend on the type of hazards, workplace size and location, and the number of people at the workplace. The PCBU must consult with workers, and with other duty holders sharing the same workplace, about first aid requirements, in particular:

1. The number, location and contents of first aid kits and other equipment.
2. The type of first aid facilities needed.
3. First aid procedures.
4. The number of first aiders.

For Diocesan Office, the following First Aid requirements are recommended:

1. The supply of at least one first aid kit.
2. The availability of a trained first aider.
3. Adequate facilities to administer first aid.

For places of worship, the following First Aid requirements are recommended:

1. The supply of at least one first aid kit.
2. Access to a mobile phone to summon an ambulance in the event of a medical emergency.

### **First Aid Kit**

A First Aid Kit must be provided at the workplace, such that:

1. All workers have access to it.
2. The contents of the first aid kit are determined by a risk assessment of the workplace.
3. A person in the workplace is nominated to maintain the kit.
4. An inventory list of contents is kept, and signed off when regular checks are completed, to ensure that the kit is complete and items in good working order.

### **First Aid Signs**

A well-recognised, standardised first aid sign should be prominently displayed to assist with easily locating first aid equipment and facilities.

### **Infection Control**

First aiders should take particular care when exposed to infection.

They should:

1. Wash their hands appropriately before administering first aid.
2. Wear gloves.
3. Take precautions against contacting blood spills and other body substances.
4. Clean up infectious materials.



## **Record Keeping**

A record of any first aid treatment given should be kept by the first aider and reported to managers to assist in reviewing first aid arrangements.

## **Consult with Workers**

The Diocese of The Murray must consult, so far as is reasonably practicable, with workers who carry out work for the Diocese and who are (or are likely to be) directly affected by a work health and safety matter.

If the workers are represented by a health and safety representative, then the consultation must involve that representative.

The Diocese of The Murray must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The PCBU must:

1. Provide first aid equipment and ensure each worker at the workplace has access to it.
2. Ensure access to facilities for the administration of first aid.
3. Ensure that an adequate number of workers are trained to administer first aid at the workplace, or that workers have access to an adequate number of other people who have been trained to administer first aid.

### **Diocesan Council**

Members of the Diocesan Council, as part of their duty of care, are responsible for

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

### **Managers**

While at work, managers are responsible for

1. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
2. Ensuring that first aid kits are maintained, that first aid facilities are maintained, that workers are aware of access to first aid facilities, and that trained first aiders are readily accessible to workers while at work.
3. Ensuring that workers and volunteers are aware of access to first aid facilities, and receive appropriate supervision and information relating to first aid.

## **Workers**

While at work, employees, volunteers, contractors and other workers are responsible for

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the PCBU that complies with the relevant Work Health and Safety Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued:* July 2015

*Reviewed:*

## **ELECTRICAL HAZARDS**

### **OVERVIEW**

This procedure offers guidance for the management of electrical hazards in the workplace in order to safeguard the work health and safety of workers.

### **SCOPE**

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### **DEFINITIONS**

*Competent Person* is a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.

*Electrical Work* is connecting/disconnecting electricity supply wiring to/from electrical equipment, or installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation. It excludes work that involves connecting electrical equipment to an electricity supply by means of a flexible cord plug and socket outlet, or work on a non-electrical component of electrical equipment, if the person carrying out the work is not exposed to an electrical risk.

*Hazard* is a situation that has the potential to cause harm through injury, illness or damage.

*Notifiable Incident* means an incident that results in:

1. The death of a person.
2. A serious injury or illness of a person.
3. A dangerous incident.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*RCD (Residual Current Devices)* are devices that detect electrical current leakage that, if left unattended, may result in potential electrical shock.

*Risk* is the probability of harm occurring.

*Risk Assessment* involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

## **PROCEDURE**

### **Electrical Wiring Inspection**

The PCBU must ensure that:

1. Any unsafe electrical equipment at the workplace is disconnected (or isolated) from its electricity supply and, once disconnected, is not reconnected until it is repaired or tested and found to be safe or is replaced or permanently removed from use.
2. Electrical leads are arranged so they will not be damaged. So far as is reasonably practicable, electrical leads should not run across the floor or ground, through doorways and over sharp edges. Lead stands or insulated cable hangers should be used to keep leads off the ground.
3. Electrical circuits (where portable electrical equipment can be connected) are protected by appropriate RCDs that are properly tested and maintained.
4. All electrical wiring is undertaken by a licensed and qualified electrician.
5. All workers are aware of the need to report and disconnect any unsafe electrical equipment, and to ensure only qualified and competent persons handle the unsafe equipment.
6. Unsafe electrical equipment should be labelled indicating it is unsafe and must not be used, to prevent inadvertent use before the electrical equipment can be tested, repaired or replaced.
7. Electrical cords should be inspected for adequate insulation, wear and tear and exposed wiring. Where the insulation has deteriorated, the cord must be replaced.

### **Safety Switches, Surge Protectors Inspection**

The PCBU must ensure that power circuits are protected by the appropriate rated fuse or circuit breaker safety switch to prevent overloading.

If the safety-switch trips during normal activity, the following procedures should be undertaken to check that the appliance or wiring is not faulty:

1. Ensure the worker's hands are clean and dry before touching the electrical panel.
2. Reset the safety switch by pressing the RESET button.
3. If the switch won't reset or trips again, unplug the last appliance used. If the safety switch can now be reset, label the unplugged item as faulty and do not use again until checked by a qualified electrician.
4. If the safety switch continues to trip, disconnect all appliances on the circuit, then plug them in, one at a time, resetting the switch after each item is reconnected, until you locate the faulty item. The faulty item must be checked by a qualified electrician before re-use.
5. Avoid touching the appliances while carrying out this process.
6. Notify the manager of the problem and follow their advice.
7. Document the issue and actions taken on a hazard report.

The safety switch must be tested as required by safety standard AS/NZS 3760:2010, using the following procedures:

1. Turn off sensitive electrical items e.g. computers.
2. Ensure the worker's hands are clean and dry.
3. Press the inbuilt TEST button to simulate a problem in the system. This should automatically "engage", "trip", or "operate" the safety switch and cause it to flick to the OFF position.
4. If the TEST button does not cause the safety switch to flick OFF, call a qualified electrician immediately to check it out, seek advice on the use of the electrical items in the interim, and record the issue on a Hazard report.
5. To reset, press the RESET button.
6. Record the date of the test on the appropriate checklist.

## Testing Electrical Appliances and Equipment

The PCBU is considered a lower-risk workplace for electrical injury from equipment such as computers and photocopiers.

However, to manage the risk, the PCBU should:

1. Undertake regular visual inspection of electrical appliances and equipment to identify obvious damage, wear or other conditions that might make electrical equipment unsafe.
2. Refer to manufacturer's recommendations concerning the frequency and extent of testing of the electrical equipment.
3. For all other electrical equipment (e.g. kitchen appliances) that are not lower-risk, ensure that electrical equipment is regularly inspected and tested by a competent person (frequency per standard AS/NZS 3760:2010 – every 12 months).

All electrical appliances that are tested need to be properly recorded or tagged, specifying the:

- a) Name of person who carried out the testing.
- b) Date of testing
- c) Outcome of testing.
- d) Next due date for testing.

## Contracting Electrical Work

When undertaking electrical work, the PCBU must:

1. Take all reasonable steps to ensure that a worker who meets the relevant licensing or registration requirements undertakes all electrical work.
2. Ensure that electrical work is not carried out on electrical equipment while the equipment is energised, unless:
  - a) It is necessary in the interests of health and safety that the electrical work is carried out while the equipment is energised (e.g. it may be necessary for life-saving equipment to remain energised and operating while electrical work is carried out on the equipment), or
  - b) It is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, or
  - c) It is necessary for the purposes of testing to ensure the equipment is de-energised as required by regulation 155, or
  - d) There is no reasonable alternative means of carrying out the work.
3. Ensure that electrical equipment that has been de-energised to allow electrical work to be carried out on it is not inadvertently re-energised while the work is being carried out.
4. Ensure a competent safety observer is present when work is carried out on energised electrical equipment, unless the work consists only of testing, and a risk assessment shows that there is no serious risk associated with the proposed work.
5. Ensure before the work commences that:
  - a) A risk assessment is conducted by a competent person in relation to the proposed work and recorded.
  - b) The area where the electrical work is to be carried out is clear of obstructions so as to allow for easy access and exit.
  - c) The point at which the electrical equipment can be disconnected or isolated from its electricity supply is:
    - i. Clearly marked or labelled, and
    - ii. Cleared of obstructions so as to allow for easy access and exit by the worker who is to carry out the electrical work or any other competent person, and

- iii. Capable of being operated quickly
  - iv. The person authorises the electrical work after consulting with the person with management or control of the workplace.
- 6. Keep appropriate records, such as
  - a) A copy of the risk assessment until at least 28 days after the work to which it relates is completed.
  - b) A copy of the safe work method statement until the work to which it relates is completed.
  - c) If a 'notifiable incident' under Part 3 of the WHS Act occurs in connection with the work to which the assessment or statement relates, the person must keep the assessment or statement (as the case requires) for at least two years after the incident occurs.

## **Emergency Planning**

In the event of an urgent evacuation, an emergency plan for the workplace must be prepared, maintained and implemented at the workplace.

## **Consult with Workers**

The PCBU must consult, so far as is reasonably practicable, with workers who carry out work for the PCBU and who are (or are likely to be) directly affected by a work health and safety matter.

If the workers are represented by a health and safety representative, then the consultation must involve that representative.

The Diocese of The Murray must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons at the workplace are not exposed to electrical risks arising from the business or undertaking.

This duty requires eliminating electrical risks or, if that is not reasonably practicable, minimising the risks so far as is reasonably practicable.

It is responsible for the application of the approved WHS policy, by assessing and approving all relevant procedures underpinning that WHS policy.

### **Diocesan Council**

As officers, and as part of their duty of care, members of the Diocesan Council have a duty to exercise due diligence to ensure the Diocese of The Murray complies with the WHS Act and Regulations.

This includes taking reasonable steps to ensure the Diocese of The Murray Church Office has and uses appropriate resources and processes to eliminate or minimise electrical risks at the workplace.

In particular, members are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

## **Managers**

While at work, managers are responsible for:

1. Ensuring this procedure is approved, implemented, communicated to and followed by all workers.
2. Ensuring there is adequate consultation with workers on matters associated with WHS and electrical safety.

## **Workers**

While at work, workers are responsible for:

1. Taking reasonable care for their own health and safety and not adversely affect the health and safety of other persons.
2. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the relevant Work Health and Safety Act.
3. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers. (This means that electrical equipment provided by the Diocese of The Murray must be used in accordance with the information, instruction and training provided on its use.)

*Issued:* July 2015

*Reviewed:*

## **FIRE HAZARDS**

### **OVERVIEW**

This procedure offers guidance to eliminate or mitigate risks affecting the work health and safety of workers.

Fire hazards can be found where there is combustible material, inappropriately stored flammable liquids and chemicals, poor security, and inappropriate fire protection measures.

### **SCOPE**

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### **DEFINITIONS**

*Flammable liquids or chemicals* are liquids or their vapour clouds that can catch fire, such as aerosol cans marked as “flammable”, printer ink toners, kerosene, ethanol fuels etc.

*Hazard* is a situation that has the potential to cause harm through injury, illness or damage.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Risk* is the probability of harm occurring.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

### **PROCEDURE**

#### **Fire Prevention**

The PCBU must prevent possible fire caused by Arson attacks by:

1. Installing security lighting inside and outside the building.
2. Keeping flammable liquids in locked metal cabinets.
3. Installing monitored security and fire detection system.
4. Keeping the site tidy by removing combustible material around the site.
5. Limiting building access and having a key register to regulate who has access.
6. Preventing access to the roof area.
7. Securing access to the site using adequate fencing and locked gates.

The PCBU must prevent possible fire caused by faulty electrical wiring or equipment by following the Electrical Hazards Procedure.

The PCBU must also prevent possible fire caused from flammable liquids/chemicals by storing them in metal cabinets or away from combustible material.



## Fire Protection Measures

The following measures should be undertaken in the workplace:

1. Install a Smoke Detector system and/or a Sprinkler system.
2. Install luminous Exit Signs over doorways and emergency exits.
3. Get a Fire Blanket for use in the kitchen area.
4. Have appropriate Fire Extinguisher readily available and regularly serviced (at least 6 monthly).
5. Have appropriate signage indicating the location of fire equipment and the type of fire for which they can be used.
6. Train workers in how to use fire equipment and make them aware of where the equipment is located.
7. Have effective Emergency Response and Evacuation Plan.
8. Conduct regular Fire Drills to ensure emergency procedures are effective. A checklist of a fire drill is:
  - a) The alarm works and is audible in all areas of the building.
  - b) Fire wardens or responsible persons give clear directions.
  - c) The building can be quickly evacuated, including by disabled persons.
  - d) All exits are easily accessed.
  - e) People are aware of the evacuation plan.
  - f) No one is left in the building.
  - g) An all clear is given.
  - h) Time taken to evacuate the building is recorded.

## Consult and Communicate with Workers

The PCBU must consult with workers to comply with the WHS Act. When managing fire hazards, workers should be consulted and provided training where necessary in relation to:

1. Identifying fire hazards at the workplace.
2. Emergency response and evacuation procedures.
3. Dealing with firefighting equipment.

## RESPONSIBILITIES

### Diocese of The Murray

The Diocese of The Murray has a primary duty of care, as far as reasonably practicable, to ensure the health and safety of workers.

It is responsible for the application of the approved WHS policy, by assessing and approving all relevant procedures underpinning that WHS policy.

The Diocese of The Murray is responsible for managing risks of injury arising from fire hazards.

The Diocese of The Murray is responsible for complying with the Act and Regulations in relation to fire hazards.

### Diocesan Council

As officers, and as part of their duty of care, members of the Diocesan Council have a duty to exercise due diligence to ensure that the Diocese of The Murray complies with the WHS Act and Regulations.

This includes taking reasonable steps to ensure the Diocese of The Murray has and uses appropriate resources and processes to eliminate or minimise risks arising from fire hazards.

In particular, members are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

### **Managers**

While at work, managers are responsible for

1. Ensuring all fire hazards are risk assessed and appropriate controls are put into place.
2. Ensuring there is a suitable fire warden who is aware of their responsibilities.
3. Ensuring fire prevention and protection measures are maintained.
4. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
5. Ensuring that these procedures are documented and advised to new workers.

### **Workers**

While at work, employees, volunteers, contractors and other workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the relevant WHS Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued:* July 2015

*Reviewed:*

## HAZARDOUS SUBSTANCES

### OVERVIEW

Hazardous chemical substances may be used and stored in working areas of parishes, such as kitchens, bathrooms, storage sheds and offices. Exposure to hazardous substances will be minimised through safe work practices and the use of personal protective equipment.

This procedure outlines the steps to purchase, use and store hazardous substances.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

*Hazard* is a situation that has the potential to cause harm through injury, illness or damage.

*Hazardous substance* means a substance, chemical, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonized System of Classification and Labelling of Chemicals (an internationally agreed system of chemical classification and hazard communication through labelling and Safety Data Sheets).

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Risk* is the probability of harm occurring.

*Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS)* is a document that provides information on the properties of hazardous chemicals, how they affect health and safety in the workplace and on how to manage the hazardous chemicals in the workplace. (The chemical supplier usually provides these.)

*Chemical Register* is a list of hazardous chemicals at your workplace, accompanied by the current safety data sheet (SDS) for each of those chemicals.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

### PROCEDURE

#### Purchasing a Hazardous Substance or Chemical

Wherever possible use of chemicals should be limited to those approved and listed on the current Chemical Register.

Before purchasing any new hazardous substance, an SDS must be sourced and the site WHS Committee and any Health and Safety Representative must be consulted.

The PCBU must investigate the availability and practicality of non-hazardous alternatives, and wherever possible non-hazardous alternatives are to be used.

Any work involving exposure to hazardous chemicals or substances is to be assessed to identify and assess any health risks, and to implement appropriate control measures.

Safe work procedures and personal protective equipment requirements are to be identified.

### **Chemical Register and SDS**

All hazardous chemicals that are stored, handled or used at the workplace must be listed on the register except where they are:

1. In-transit or
2. Consumer products.

Hazardous chemicals are in-transit if they are not used in the workplace and are not kept at the workplace for more than five consecutive days. However, where the workplace frequently has in-transit hazardous chemicals present or if they are present in significant quantities, these should be listed on the register.

Consumer products are those that are packed primarily for use by a household consumer and are used in a manner consistent with normal household use. (For example, laundry detergent packed in a 1 kg container and used once a week by individual staff for washing work clothes is considered a consumer product and would not need to be included on the register.)

In most cases, it would be expected that hazardous chemicals or substances are rated as consumer products and would therefore not be required to be registered.

Where a chemical register is required, a current SDS is to be readily accessible in the work areas (at point of use) and in the site chemical register.

### **Storage**

Ensure that all containers that contain hazardous substances are clearly labelled with a description of the hazard, product name, first aid procedures and manufacturer's details. (The supplier usually provides this information.)

Any substance decanted from its original container must go into another that is appropriately labelled.

All hazardous substances are to be stored securely and in line with manufacturer recommendations.

Appropriate materials and procedures are to be in place to manage any spills of hazardous substances.

Where the hazardous substance involves flammable liquids or solvents, the maximum total volume to be stored on site is 120 litres.

The following additional requirements must be met for flammable liquids or solvents, but excludes fuel in the fuel tanks of vehicles and equipment:

1. The maximum size of any storage container is 60 litres and the container must comply with SA Regulations and be in an appropriate storage vessel for the product.
2. They must be stored in suitable containers, either good quality well sealed metal containers or containers specifically made for the purpose of fuel storage. These will be embossed indicating that they comply with the requirements of Australian Standard 2906 'Fuel containers, portable, plastic and metal'.

3. Containers should be stored in a well-ventilated place, well clear of electrical equipment and other potential ignition sources. The storage area should be locked when not in use.
4. Storage areas for all flammable liquids are to be identified on fire plans and at the fire alarm panel.

## **Use**

When decanting or diluting chemicals, or where there is the risk of splashing, appropriate safety glasses with side shields or goggles must be worn.

Whenever there is a risk of chemical exposure to the hands appropriate protective gloves must be worn.

Appropriate materials and procedures are to be in place to manage any spills of chemical substances.

## **Chemical Spill Clean Up Procedure**

In the event of a chemical spill, the following procedure should be followed:

1. Avoid direct contact with the spilled material.
2. Wear protective clothing, eye or face protection and protective gloves during clean up.
3. Stop the source of the leak.
4. Cordon off the spill area and, if safe, open windows and doors to remove fumes.
5. Do not walk through, or allow others to walk through, the spilled material.
6. Alert other workers of the nature and location of the spill.
7. Alert the emergency warden of the nature and location of the spill in case evacuation or emergency services are required.
8. Follow the recommended clean up procedure in the SDS or, if safe to do so, clean the spill using the products available in the chemicals spill kit.
9. Use a dustpan to pick up any absorbent material used to collect the chemicals to reduce the likelihood of exposing yourself to the absorbed chemicals.
10. Place contaminated gloves and absorbents in a disposal bag or bucket for removal.
11. Label the container with the cleaned product and dispose of appropriately.
12. Wash your hands thoroughly, even if there is no visible contamination.
13. Wash equipment used thoroughly to ensure no contamination remains.
14. Complete an incident report.
15. Replace items used in the chemicals spill kit:
  - a) Bucket or container with top to act as storage for chemical spill kit contents.
  - b) Chemical spill procedure.
  - c) Chemical resistant gloves.
  - d) Safety glasses/goggles.
  - e) Dustpan and brush or scoop.
  - f) Clay/sand or absorbent kitty litter.
  - g) Roll of paper towel.
  - h) Garbage bag.

## **Consult and Communicate with Workers**

The PCBU must consult with workers to comply with the WHS Act.

When managing hazardous chemicals and substances, workers should be consulted and provided training where necessary in relation to familiarity with the:

1. Hazardous chemicals and substances at the workplace.
2. Chemical register if applicable.
3. SDS of each hazardous substance they use.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray has a primary duty of care, as far as reasonably practicable, to ensure the health and safety of workers. It is responsible for the application of the approved WHS policy, by assessing and approving all relevant procedures underpinning that WHS policy.

The Diocese of The Murray is responsible for managing risks of injury arising from the purchase, use and storage of hazardous substances.

The Diocese of The Murray is responsible for complying with the Act and Regulations in relation to the purchase, use and storage of hazardous substances.

### **Diocesan Council**

As officers, and as part of their duty of care, members of the Diocesan Council have a duty to exercise due diligence to ensure the Diocese of The Murray complies with the WHS Act and Regulations.

This includes taking reasonable steps to ensure the Diocese of The Murray has and uses appropriate resources and processes to eliminate or minimise risks arising from the purchase, use and storage of hazardous substances. In particular, members are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

### **Managers**

While at work, managers are responsible for:

1. Ensuring all hazardous chemicals and substances are risk assessed and appropriate controls are put into place.
2. Ensuring chemical spill kit is stocked and available on site.
3. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
4. Ensuring that these procedures are documented and advised to new workers.

### **Workers**

While at work, workers are responsible for:

1. So far as the worker is reasonably able, ensure all controls, including personal protective equipment, are implemented when using hazardous chemicals and substances.
2. Cleaning up any chemical spill.

*Issued:* July 2015

*Reviewed:*

## MANUAL HANDLING

### OVERVIEW

This procedure is designed to give officers, workers and volunteers with information about how to identify a hazardous manual task, assess and manage the associated risks, review control measures taken, and communicate procedures to those affected.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

*Hazard* is a situation that has the potential to cause harm through injury, illness or damage.

*Hazardous Manual Task* means manual handling that may lead to injury through:

- a) Repetitive or sustained force or movement.
- b) High or sudden force.
- c) Sustained or awkward posture.
- d) Exposure to vibration.

*Manual Handling* is any activity that requires physical effort. This includes lifting, lowering, pushing, pulling, carrying, restraining, moving or holding.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Reasonably Practicable* means what could have been done or can be done to ensure compliance with work health and safety, after considering the:

- a) Likelihood of the hazard or risk occurring and the degree of harm that might result,
- b) Extent an affected person should have known about the hazard or risk,
- c) Ability of an affected person to eliminate or minimise the risk given the availability of processes and methods to manage the risk,
- d) Relative cost of managing the risk.

*Risk* is the probability of harm occurring.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

## **PROCEDURE**

### **Identifying a Hazardous Manual Handling Task**

The PCBU should consult workers to determine whether the manual tasks could result in physical discomfort.

It should be aware of possible hazards from other sources (records of injury, safety consultants, relevant standards etc.).

It should also observe hazardous manual tasks from actual working conditions and postures used.

### **Assess the Risk of Injury or Illness**

A risk assessment should be carried out for any manual tasks identified as hazardous (repetitive movement, sustained or awkward postures, repetitive or sustained forces, sudden force or vibration).

### **Manage the Risks**

WHS Regulations require duty holders to work through the *Hierarchy of Control* to choose that most effectively eliminates or minimises the risks associated with this hazard. (See Appendix A.)

Consider the following options to eliminate or minimise the risk:

1. Use equipment that includes safety instructions, and follow those instructions.
2. Modify workstation design to suit ergonomic specifications and working height.
3. When handling loads, use smaller load sizes, and/or use mechanical lifting devices.
4. Ensure tools being used are well maintained and electrically tagged.
5. Consult with workers to ensure they are comfortable in their working conditions, trained in using the equipment and are aware of safety precautions.
6. In consultation with workers, change the system of work and environment to eliminate or minimise the risk of injury from worker manual handling.

### **Review Control Measures**

The PCBU must review risk control measures and revise them if the risk is not being minimised as far as is reasonably practicable, by:

1. Consulting with workers.
2. Physically inspecting the work environment for the effectiveness of change.

### **Consult and Communicate with Workers**

The PCBU must consult with workers to comply with the WHS Act. When managing hazardous manual handling risks, workers should be consulted in relation to:

1. Identifying the hazardous manual task at the workplace.
2. Assessing the risk of injury associated with the hazard.
3. What controls should be put in place to eliminate or minimise the risks.
4. Whether the steps taken have been effective in at least minimising risk of worker injury from manual handling.



## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of the Murray Church Office has a primary duty of care, as far as reasonably practicable, to ensure the health and safety of workers.

It is responsible for the application of the approved WHS policy, by assessing and approving all relevant procedures underpinning that WHS policy.

The Diocese of The Murray is responsible for managing risks of injury arising from hazardous manual tasks.

The Diocese of The Murray is responsible for complying with the Act and Regulations in relation to hazardous manual handling tasks.

### **Diocesan Council**

As officers, and as part of their duty of care, members of the Diocesan Council have a duty to exercise due diligence to ensure the Diocese of The Murray complies with the WHS Act and Regulations.

This includes taking reasonable steps to ensure the Diocese of The Murray Church Office has and uses appropriate resources and processes to eliminate or minimise risks arising from hazardous manual tasks.

In particular, members are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

### **Managers**

While at work, managers are responsible for:

1. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
2. Ensuring that these procedures are documented and advised to new workers.

### **Workers**

While at work, employees, volunteers, contractors and other workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the relevant Work Health and Safety Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued:* July 2015

*Reviewed:*

## INCIDENT REPORTING

### OVERVIEW

This procedure is designed to give officers, workers and volunteers information about what to do in the event of a work health and safety incident at the workplace or nearby.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

*Dangerous Incident* means an incident exposing a worker or any other person at the workplace to risk of WHS from exposure to:

1. Uncontrolled spilled or leaking dangerous substances.
2. Uncontrolled explosion or fire, escaping gas or steam.
3. Electric shock.
4. The fall from height or collapse of any plant or object.
5. The collapse of any supporting structure.

*Hazard* is a situation that has the potential to cause harm.

*Notifiable Incident* means an incident that results in:

1. The death of a person.
2. A serious injury or illness of a person.
3. A dangerous incident.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Risk* is the probability of harm occurring.

*Serious Injury or illness* of a person means an injury or illness requiring the person to have:

1. Immediate treatment as an in-patient in a hospital.
2. Immediate treatment for amputation, serious head injury, serious eye injury, serious burn, separation of skin from underlying tissue, spinal injury, loss of bodily function, or serious lacerations.
3. Medical treatment within 48 hours of exposure to a substance.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

## **PROCEDURE**

### **Reporting a Notifiable Incident**

Notify SafeWork SA of a Notifiable Incident (fatalities, serious injuries and illnesses, and dangerous incidents) that arise out of the conduct of the Diocese of The Murray, as soon as you become aware of the incident.

The notification to SafeWork SA must be by the fastest available means and can be made by phone (1800 777 209) or in writing (such as by fax, email [swsaheicohs@sa.gov.au](mailto:swsaheicohs@sa.gov.au) or other electronic means).

If the notification is by phone, this must be followed up in writing within 48 hours if SafeWork SA requests it. If in writing, use the SafeWork SA form. (See Attachment B).

The person with management or control of a workplace must, so far as is reasonably practicable, preserve the incident site until an inspector attends the site, or directs otherwise. You may disturb the site to move a deceased person, assist an injured person, make the site safe, or assist with a police investigation.

If someone suffers an injury or illness where workers' compensation is, or may be, payable then appropriate notification must be made to Return to Work SA or one of its agents, Employers Mutual or Gallagher Baasett – for more information visit [www.rtwsa.com](http://www.rtwsa.com).

### **Reporting other Accidents or Incidents**

Where an accident or incident occurs that is not a Notifiable Incident, the relevant manager needs to complete the signed form at Attachment C and return it to the Registrar of the Diocese of The Murray

### **Record Keeping**

A record of a Notifiable Incident is required to be kept for five years from the day the notice was given.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray has a primary duty of care, as far as reasonably practicable, to ensure the health and safety of workers.

It is responsible for the application of the approved WHS policy, by assessing and approving all relevant procedures underpinning that WHS policy.

The Diocese of The Murray is responsible for notifying SafeWork SA of a Notifiable Incident immediately after becoming aware of it, in the fastest possible way.

The Diocese of The Murray is responsible for complying with the Act in relation to incident notification.

### **Diocesan Council**

As officers, and as part of their duty of care, members of the Diocesan Council, are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers and workers.

## **Managers**

While at work, managers are responsible for:

1. Ensuring this procedure is implemented, communicated to and followed by all workers and visitors.
2. Ensuring that these procedures are documented and advised to new workers.
3. Ensuring that the appropriate records are kept.

## **Workers**

While at work, employees, volunteers, contractors and other workers are responsible for:

1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the relevant WHS Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued:* July 2015

*Reviewed:*

## WORK HEALTH AND SAFETY AUDIT

### OVERVIEW

This procedure gives a checklist of all work health and safety elements in the workplace that need to be reviewed periodically. This ensures that no elements are overlooked, and that relevant tasks are assigned and can be managed to completion, as part of an action plan.

As an outcome, it is expected that those responsible for work health and safety at the workplace can demonstrate compliance with their duty of care.

### SCOPE

This procedure applies to officers, managers and workers carrying out work activities at the workplace of the Diocese of The Murray and its related entities.

### DEFINITIONS

*Hazard* is a situation that has the potential to cause harm.

*Risk* is the probability of harm occurring.

*Person(s) Conducting a Business or Undertaking (PCBU)* refers to the main duty holder under the Work Health and Safety Act 2012. Here, it refers to the employer i.e. the Diocese of The Murray and its related entities.

*Officer* for the purposes of the WHS Act refers to a person who makes, or participates in making, decisions affecting the whole, or a substantial part, of the PCBU.

*Parish leaders* refers to those workers and volunteers who are not necessarily members of parish council, but lead or direct in the daily operations of the parish.

*Worker* refers to employees, contractors, apprentices, trainees, subcontractors, employees of contractors or subcontractors, work experience students, and volunteers working for the Diocese of The Murray.

*Workplace* refers to a place where work is carried out for the Diocese of The Murray and includes any place where a worker goes or is likely to be while at work and any place where worship is conducted.

*WHS Act* refers to the *Work Health and Safety Act 2012* and Regulations and Amendments.

### PROCEDURE

#### Completing Form (Hazard Review Tool, Appendix D)

Each element is supported by more detailed procedures. The tasks/questions highlighted in this tool serve as a review mechanism to ensure that all elements of work health and safety are being attended to.

Questions should be completed after physically examining the workplace, and from responses from responsible persons.

The form should be signed by the responsible manager as designated by the Registrar of the Diocese of The Murray, with the results and the completed form sent to the Registrar as soon as possible after completion of the review. The Registrar will then review the information provided and determine what corrective action(s) are to be taken, including who is responsible and the expected timeframe for completion. This information will then be included in the overall risk register retained by the Registrar.

Corrective actions due and/or completed will be periodically reviewed by the Diocese of the Murray's Audit and Risk Committee.

Persons required to take corrective action should be consulted and the required action and target completion date clearly communicated.

### **Risk Management**

Results of the review should be included in an overall risk register.

## **RESPONSIBILITIES**

### **Diocese of The Murray**

The Diocese of The Murray is responsible for the application of the approved WHS Policy, by assessing and approving all relevant procedures underpinning that WHS Policy.

### **Diocesan Council**

Members of the Diocesan Council are responsible for:

1. Approving this procedure.
2. Ensuring this procedure is periodically reviewed for relevance and complies with the approved WHS Policy.
3. Communicating this procedure to managers.

### **Managers**

While at work, managers are responsible for ensuring that:

1. This procedure is implemented, communicated to and followed by all workers and visitors.
2. Risk control measures are implemented and maintained.
3. Workers receive appropriate supervision, information and training

### **Workers**

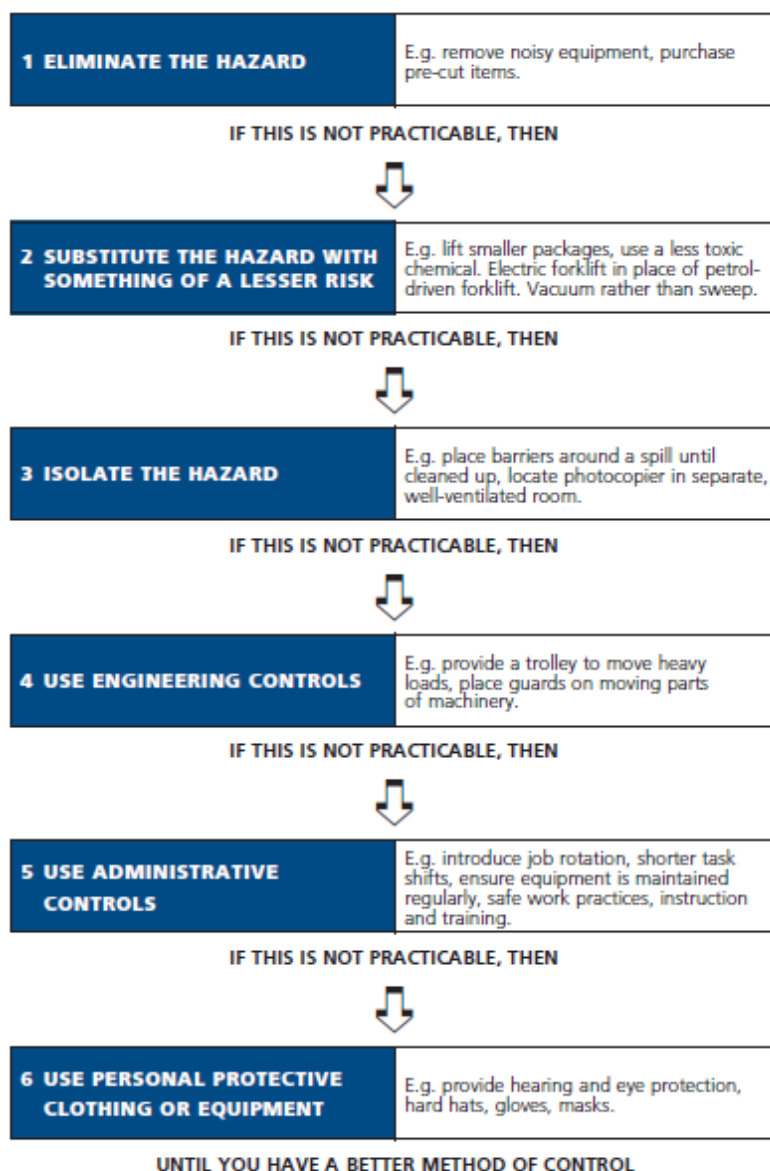
While at work, workers are responsible for:


1. Complying, so far as the worker is reasonably able, with any reasonable instruction issued by the Diocese of The Murray or related entity that complies with the relevant WHS Act.
2. Cooperating with this procedure relating to the health or safety at the workplace that has been notified to workers.

*Issued:* July 2015

*Reviewed:*

## HIERARCHY OF CONTROL

THE HIERARCHY OF CONTROL  
MEASURES TABLE

 <p>Government of South Australia SafeWork SA</p>		<h2 style="text-align: center;">NOTIFIABLE INCIDENT REPORT FORM</h2> <p style="text-align: center;">FOR REPORTING A SERIOUS INJURY OR ILLNESS AND DANGEROUS INCIDENTS UNDER THE <i>WORK HEALTH AND SAFETY ACT 2012</i></p>		<p>SafeWork SA GPO Box 465 ADELAIDE SA 5001 Phone: 1300 365 255 Fax: 08 8204 9200 swsahelcoha@sa.gov.au</p>	
<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>It is the duty of Person Conducting a Business or Undertaking (PCBU) to report a notifiable Incident. However, anyone can report a notifiable Incident.</li> <li>This form should be completed accurately with as much detail as is available at the time it is completed.</li> <li>Send this form to SafeWork SA by the fastest means available: by fax or email.</li> </ol> <p><b>DO NOT USE</b> this form to report an immediately life threatening issue or the death of a person. Please call SafeWork SA on our emergency line - 1800 777 209. This service operates 24 hours a day, 7 days a week. You can also choose to report dangerous incidents to SafeWork SA by calling this emergency service.</p>					
<p><input type="checkbox"/> <b>SERIOUS INJURY OR ILLNESS</b>      <input type="checkbox"/> <b>DANGEROUS INCIDENT</b></p>					
DETAILS OF INCIDENT	Date and Time of the Incident:		Specific Location:		Site Type: Select
	Site Address:		Suburb:	State: Select	Post Code:
	What work was being performed at the time of the Incident?				
	What happened?				
	Was any plant being used at the time? What was it?				
	Apparent cause of the Incident:				
INJURED PERSON	Name:		Occupation:		Work Experience: Select
	Address:		Suburb:	State: Select	Post Code:
	Sex: Select	Date of Birth:	Phone Number:	Mobile Number/Other:	
	Injuries (if known):			Condition of Injured Person (if known): Select	
	Immediate treatment in hospital? Select	Where?		Were they admitted as an in-patient? Select	
	Relationship of Injured Person to the PCBU: Select				
DETAILS OF PCBU	Business/Entity Name:			ABN:	
	Address:		Suburb:	State: Select	Post Code:
	Phone Number:	Fax Number:	Mobile Number:	Other Number:	
	PCBU Role: Select				
NOTIFIER'S DETAILS	Name:		Position:		Involvement/Relationship to the site: Select
	Phone Number:	Mobile Number:	Email:		
	<p><b>IMPORTANT NOTICE</b> Pursuant to Section 39 of the Work Health and Safety Act 2012, you are advised that the person with management or control of the workplace must ensure that the site or any plant, substance, structure or thing where the incident occurred is not disturbed, so far as is reasonably practicable, until an Inspector arrives at the site or any earlier time that the Inspector directs, unless it is required to assist an injured person, remove a deceased person, to make the area safe, or are directed by police.</p>				
	Date form completed:	Signed:		<input type="checkbox"/> I have submitted this form electronically (signature is not required)	



## WHAT IS A NOTIFIABLE INCIDENT?

### Work Health and Safety Act 2012

#### Section 35 – What is a notifiable incident

*notifiable incident* means—

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

## WHAT IS A SERIOUS INJURY OR ILLNESS?

### Work Health and Safety Act 2012

#### Section 36 – What is a serious injury or illness

*serious injury or illness* of a person means an injury or illness requiring the person to have—

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for—
  - (i) the amputation of any part of his or her body; or
  - (ii) a serious head injury; or
  - (iii) a serious eye injury; or
  - (iv) a serious burn; or
  - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
  - (vi) a spinal injury; or
  - (vii) the loss of a bodily function; or
  - (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

### Work Health and Safety Regulations 2012

#### Regulation 699 – Incident notification – prescribed serious illnesses

For the purposes of section 36 of the Act, each of the following conditions is a serious illness:

- (a) any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work –
  - (i) with micro-organisms; or
  - (ii) that involves providing treatment or care to a person; or
  - (iii) that involves contact with human blood or body substances; or
  - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products;
- (b) the following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - (i) Q fever;
  - (ii) Anthrax;
  - (iii) Leptospirosis;
  - (iv) Brucellosis;
  - (v) Hendra Virus;
  - (vi) Avian Influenza;
  - (vii) Psittacosis.

## WHAT IS A DANGEROUS INCIDENT?

### Work Health and Safety Act 2012

#### Section 37 – What is a dangerous incident

*dangerous incident* means an 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 emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations.

## ELECTRICAL INCIDENTS

If the incident being notified is related to an electric shock, gas infrastructure, or gas fitting, please call the Office of the Technical Regulator (OTR) on: 1800 558 811

**DIOCESE OF THE MURRAY  
ACCIDENT / INCIDENT REPORT FORM**

*(Use only for personal injury to a Third Party or for damage to Third Party property)  
Copies to be sent to The Murray Registry. Fax. (08) 8532 5760*

**Parish / Entity:**..... **A.B.N.**.....

**Address:** ..... **Post Code**.....

**GST registration:**    **Yes**    ☐    **No**    ☐

**Date of Accident / Incident** ..... **Time of Accident / Incident** .....

**Details of injured person involved:**

**Employee**    ☐    **Volunteer**    ☐    **Contractor**    ☐    **Visitor**    ☐

**Name:** ..... **Date of Birth:** ..... **Sex:** M / F

**Injury Details:**

**Bodily location of injury** .....

**Nature of injury**

.....  
.....  
.....

**Was person hospitalised as a result of accident / incident?**    **Yes**    ☐    **No**    ☐

**Name of any witness(es)** .....

**Accident / Incident Details**

**Location of the Accident / Incident** .....

**What do you consider caused the Accident / Incident?** .....

.....  
.....

**Specify remedial action taken to prevent a recurrence:**

.....  
.....

**Third Party Property Damage details:**

**Particulars of loss or damage:** Date: ..... Time: .....

**Location:**.....

**Full description (including cause):**.....

.....

.....

.....

**Specify remedial action taken to prevent a recurrence:** .....

.....

.....

.....

**Further Comments:**

.....

.....

.....

**Name:** ..... **Position:** .....

**Phone:** ..... **Fax:** ..... **Email:** .....

**Signature:** ..... **Date:** .....



## ANNUAL HAZARD REVIEW

Name of Entity:	Address:	Date:
Name of Person Completing Form:	Signature of Person completing form:	

This document is intended to provide a list of potential hazards that should be regularly reviewed, to ensure effective controls exist that either eliminate or, so as is reasonably practicable, minimise the risks associated with the hazards.

Number	Question	Yes	No	N/A	Any action required
<b>1</b>	<b>FIRE PROTECTION</b>				
1.1	Are there sufficient and appropriate fire extinguishers in accordance with the fire Regulations? <a href="http://www.mfs.sa.gov.au/site/community_safety/fire_extinguishers.jsp">http://www.mfs.sa.gov.au/site/community_safety/fire_extinguishers.jsp</a>				
1.2	Are extinguishers mounted in conspicuous locations no more than 1.2 metres high with a location sign above at no less than 2 metres?				
1.3	Has training been provided in relation to extinguishers, and hose reels where fitted?				
1.4	Are there dry powder extinguishers in or adjacent to kitchens and located away from any cooking facility?				
1.5	Is there an exhaust system in the kitchen?				
1.6	Is the exhaust system cleaned at least annually?				
1.7	Is there a fire blanket in the kitchen?				
1.8	Are smoke detectors installed on the premises and are batteries checked regularly?				
1.9	If there is a sprinkler system installed, is there a maintenance contract in place and are regular tests made and recorded?				
1.10	Are fire exits marked and always clear (These areas must not be used for storage of any kind)?				
1.11	Is there a no smoking policy that is enforced?				
1.12	Is there a combustible outdoor storage area that could be easily torched by an arsonist? (If so, look for alternative methods of storage or remove combustible material elsewhere).				
1.13	Are valuables, computer backup drives, records etc. stored in a fire resistant area?				
<b>2</b>	<b>EMERGENCY PROCEDURES</b>				
2.1	Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures in place?				
2.2	Is the plan accessible to all workers and volunteers?				
2.3	Are workers and volunteers instructed and trained in the emergency procedures?				
2.4	Is there a person responsible for specific actions in an emergency (e.g. fire warden)?				
2.5	Are emergency drills carried out regularly (e.g. evacuation drills) to assess the effectiveness of the emergency plan?				

Number	Question	Yes	No	N/A	Any action required
2.6	Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?				
2.7	Are the emergency procedures, including current emergency contact details, displayed at the workplace, in an accessible location?				
2.8	Is there a documented site plan illustrating the location of fire protection equipment, emergency exits and assembly points?				
2.9	Is there a site plan and is it displayed in key locations?				
2.10	Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?				
2.11	Are procedures in place for assisting mobility impaired people?				
2.12	Have you considered neighbouring businesses and premises, and how you will tell them about an emergency situation should one arise?				
2.13	Have you considered the risks from neighbouring businesses and premises?				
2.14	Is someone responsible for reviewing the emergency plan and informing workers and volunteers and parishioners of any revisions?				
2.15	Is a visitor's register kept and a record of present workers that account for all persons in the building/workplace?				
<b>3</b>	<b>MANAGING FACILITIES</b>				
3.1	Are consumable items, such as soap and toilet paper, replaced regularly?				
3.2	Is broken or damaged infrastructure, such as plumbing, air-conditioning or lighting, repaired promptly?				
3.3	Is equipment and furniture, like fridges, lockers and seating, maintained in good condition?				
3.4	Are facilities, including toilets, cleaned regularly?				
3.5	Are there adequate toilet facilities for workers with disabilities?				
3.6	Are toilets clearly marked, and do they have lockable doors, adequate lighting and ventilation?				
3.7	Are toilets provided with adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?				
3.8	Are there enough hand washing basins for men and women?				
3.9	Is hygienic hand drying provided that does not involve workers/volunteers sharing towels?				
3.10	Is the seating appropriate for workers using them? Can they be adjusted for ergonomic reasons?				
3.11	Does the lighting allow workers to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see?				
3.12	Are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition?				
3.13	Are drinking water outlets accessible to workers that are separate to toilet and washing facilities, and with clean, cool, hygienic water?				
3.14	If you provide a dining facility, is it hygienic for eating, preparing and storing food?; are there adequate tables/chairs, appliances to warm food and boil water, fridge to store food and bins emptied daily? For larger workplaces with 10 or more workers dining, is there a sink with hot, cold water, detergent?				
3.15	If you provide showers, change rooms, do they comply with relevant standards?				

Number	Question	Yes	No	N/A	Any action required
<b>4</b>	<b>ELECTRICAL</b>				
4.1	Are safety switches fitted to electrical 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?				
4.4	Have all electrical appliances been tested by an electrician on a regular basis?				
<b>5</b>	<b>COMPUTERS/ERGONOMICS</b>				
5.1	Are all computers surge protected?				
5.2	Are backups carried out regularly for computers?				
5.3	Are backup files stored remotely?				
5.4	Are workstations correctly set up consistent with ergonomic design?				
5.5	Is the lighting appropriate for use of computer?				
5.6	Are chairs and desks suitable for work undertaken and satisfy ergonomic principles?				
<b>6</b>	<b>GENERAL</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 condition and free of slip and trip hazards?				
6.2	Are car parks and roadways well lit and free of potholes?				
6.3	Are exit signs clearly marked and doorways accessible and clear?				
6.4	Have facilities been modified to meet the special safety needs of the physically or mentally disabled, the very young and the very old?				
6.5	Are fully glazed doors and low set windows made of laminated safety glass? If not, has protective signwriting or crash barriers been fitted?				
6.6	Are flammable and toxic substances (such as detergent, weed killer, petrol etc.) stored out of reach of children and teenagers?				
6.7	Is there an active property committee with expertise in building maintenance to effect immediate repairs when required?				
6.8	Is a supervisor appointed for each working bee to establish the skill levels of the workers before allocating tasks?				
6.9	Do you ensure that no chemicals/substances are kept in other than clearly marked containers showing the contents of the containers?				
6.10	Are all incidents involving injury to workers and others in the workplace reported in writing as soon as they are brought to your attention?				
6.11	Where workers are exposed to personal threats from agitated persons, are provisions made to safeguard workers?				
<b>7</b>	<b>CONSULTATION</b>				
7.1	Have workers and volunteers been consulted on any decisions about the adequacy of facilities?				
7.2	Where premises are used for Parish business that are not managed or controlled by the Parish (for example, a parishioner's home), is the owner of that premises made aware of the need for a safe and healthy working environment?				