



# **Catholic Diocese of Ballarat St Patrick's Cathedral Parish Occupational Health and Safety Policy**

## **Responsibility**

The Parish Administrator is responsible for the health and safety of his employees and others who attend the parish from time to time such as Assistant Priests, religious Brothers and Sisters, contractors, volunteers, parishioners, and visitors.

He will provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health. This includes:

- i. providing and maintaining safe plant and systems of work
- ii. making and monitoring arrangements for the safe use, handling, storing and transport of plant or substances
- iii. maintaining the workplace in a condition that is safe and without risks to health
- iv. providing adequate facilities for the welfare of employees and Assistant Priests, religious Brothers and Sisters, contractors, volunteers and parishioners who attend the parish and visitors to the parish
- v. providing such information, training and supervision for employees and contractors as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.

For the purposes of this policy, members of the clergy and other members of religious institutes are to be treated as if they were employees. While WorkCover does not apply to them, rehabilitation principles do apply.

The Parish Administrator is responsible for the implementation and monitoring of this policy and is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

## **Duties**

St Patrick's parish will take reasonably practicable steps to provide and maintain a safe and healthy work environment for employees, contractors, volunteers, parishioners and visitors.

## **The employer**

The Parish Administrator is responsible for the implementation of the parish's health and safety policy and shall:

- comply with his responsibilities under the *Occupational Health and Safety Act* (Vic) and regulations that apply within Victoria
- regularly consult with staff about health and safety matters that directly affect them or are likely to directly affect them
- ensure that all specific policies operating within St Patrick's parish, are periodically reviewed and are consistent with the parish's health and safety objectives
- provide relevant information, training and supervision for employees in the correct use of plant, equipment and substances used within the parish
- ensure that employees, parishioners, contractors and visitors inform the parish of incidents and accidents occurring on the parish premises so that health and safety performance can be accurately gauged.

In all of these matters he is assisted by the Parish Finance Committee which will:

- monitor occupational health and safety matters,
- review occupational health and safety policies, structures and outcomes periodically, and
- ensure that at least one of its members is familiar with WorkSafe Victoria's information circulars and guidelines.

## **All employees**

- have a duty to take reasonable care for their own health and safety and the health and safety of others affected by their actions at work
- should comply with the safety procedures agreed between the Parish Administrator and staff and any directions by the Parish Administrator regarding health and safety
- will not wilfully interfere with or misuse items or facilities provided in the interests of the health, safety and welfare of parish employees and parishioners
- must act in accordance with parish procedures for accident and incident reporting and report potential hazards to the Parish Administrator or his nominee

## **Contractors**

Outsourcing work to contractors does not remove an employer's occupational health & safety obligations.

St Patrick's Parish shall, as far as is reasonably practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in relation to which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work in the parish also have obligations to ensure safe work practices and shall comply with the contractor's policy.

The contractor and the Parish Administrator or the Parish Administrator's nominee will complete a Job Safety Analysis. See **Attachment No 1**.

At St Patrick's parish, contractors need to be:

- (i) Suitably experienced to perform tasks
- (ii) In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations
- (iii) Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

St Patrick's parish has a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the parish's environment.

Prior to the commencement of work the contractor shall:

- Confirm with the Parish Administrator/Parish Administrator's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the **completion of work** the Parish Administrator or Parish Administrator's nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

## **The management of Occupational Health and Safety**

### **Consultation with staff**

*All employees are involved in OHS at various stages.* St Patrick's Parish has a process for involving employees in identifying hazards, reporting problems and providing possible solutions to OHS issues.

St Patrick's Parish encourages employees' participation in reporting health and safety risks.

### **Induction of new staff**

All new staff at St Patrick's Parish will be informed of the Occupational Health and Safety policy of the parish through the normal induction process. Staff will be trained in safety procedures and given a working knowledge and understanding of the commitment of the Parish Administrator and staff of the parish to safety and the prevention of accidents in the workplace.

## **OHS and Risk Management Policy**

St Patrick's Parish actively works towards meeting the safety needs of its community as effectively as it can. A systematic process of evaluation is in place to provide information on which to base plans for improvement, by reducing the risk factors for accidents. It is the intention of the parish that involvement in such a process raises the level of consciousness and sensitivity of all involved to issues of workplace health and safety.

The risk management policy of the parish requires:

- an annual audit of the parish; and
- ad hoc audits by way of a Hazard Alert Register

### **Annual Audit**

An annual audit is conducted by the Parish Administrator or his nominee. This involves:

- collection of information to identify potential hazards
- analysis of potential risks
- prevention of future accidents through risk control
- audit of practices, equipment and facilities in the parish.

**Attachment No 2** sets out the areas that will comprise this **annual audit**.

### **Hazard Alert Register**

In addition to the annual audit, St Patrick's Parish has instituted a process of identifying hazards and risks. This process involves keeping a parish Hazard Alert Register (**Attachment 3**) as a means of identifying and controlling hazards in St Patrick's. This register contains:

- a. date
- b. description of hazard or near miss
- c. reported by
- d. reported to
- e. action taken.

### **Slips, Trips and Falls**

To reduce the incidents of slip hazards in the general environment St Patrick's Parish uses a checklist to identify slip hazards. See **Attachment No 4**.

St Patrick's Parish is aware that accidents happening to employees by slipping, tripping and falling are common accidents in parishes and, as such, all employees, as a matter of policy, need to take special care in moving around the parish. Special attention is drawn to:

- stairs
- tripping

- wet floor/ground
- falls from chairs/tables
- falls from ladders
- falls over mats and ramps
- removal of balls from parish building/roof.

### **Dangerous goods and equipment**

St Patrick's Parish has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all persons are aware of any potential safety risks involving the goods and equipment. **Attachment No 5** sets out the areas that are closely monitored by our parish.

### **Electrical**

St Patrick's conducts safety checks of all electrical equipment in the parish. Our practices include as part of this policy:

- annual inspection of leads if mobile and 5 yearly if location is permanent. The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor.

### **Environmental issues**

St Patrick's has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues. **Attachment No 6** sets out the areas that are closely monitored by our parish.

### **Fire, Explosion and Emergency management.**

The parish has a separate policy on fire, explosion and emergency procedures and this policy covers evacuation procedures.

### **Health**

#### **First Aid Policy**

The policy of St Patrick's Parish in respect to first aid is for all staff required to provide first aid to be trained and hold first aid qualifications.

#### **Skin cancer prevention**

St Patrick's Parish aims to protect staff and parishioners from the harmful effects of the sun, especially at lunchtime, when sunshine is strongest. Employees and parishioners are expected to wear a sun hat during outdoor activities.

#### **Bullying and harassment**

St Patrick's Parish is aware of the risks to employees of workplace bullying. Workplace bullying is repeated, unreasonable behaviour directed toward an employee or group of employees, that creates a risk to health and safety. The Parish Administrator or his nominee will provide information to staff to assist in:

- recognising bullying in the workplace
- the possible effects of bullying
- steps to take in elimination of such behaviour.

### **Airborne contaminants**

St Patrick's Parish is mindful of the risks of asbestos. As such St Patrick's Parish keeps a record and results of inspections indicating the site and description of materials identified as possibly containing asbestos.

### **Smoke free workplaces**

St Patrick's has a smoke free policy. Smoking is not permitted in the parish grounds.

## **PHYSICAL HAZARDS**

### **Manual handling**

St Patrick's Parish complies with the Manual Handling Code of Practice which requires employers, in consultation with employees, to examine and assess manual handling tasks likely to be a risk to health and safety. The Parish Priest is aware of the need to protect employees from the risk of musculoskeletal disorder (MSD). St Patrick's is responsible for the examination of the Manual Handling Code and for training employees in manual handling. **Attachment 7** is used to identify and address manual handling risks in our parish.

### **Noise guidelines**

St Patrick's Parish complies with its obligations as detailed in the Occupational Health and Safety (Noise) Regulations that describe the maximum allowable exposure to noise in a workplace.

## **ACCIDENTS**

### **Collecting information about the accident**

#### **Notification - Register of Injuries**

When an accident or an injury occurs in St Patrick's, details are entered in the Register of Injuries. This is a requirement of the *Accident Compensation Act 1985* (Vic). **Attachment No 8** is a copy of a Register of Injuries.

#### **Notice of serious injury**

St Patrick's Parish is aware of its obligations to immediately notify the Victorian WorkCover Authority (VWA) by telephoning 132360, 96411444, or 1800136089 in the event of:

- a. the death of any person
- b. a person requiring medical treatment within 48 hours of exposure to a substance
- c. a person requiring immediate treatment as an in-patient in a hospital
- d. a person requiring immediate treatment for:

- the amputation of any part of his or her body
  - a serious head injury
  - a serious eye injury
  - the separation of his or her skin from an underlying tissue (eg degloving or scalping)
  - electric shock
  - a spinal injury
  - the loss or partial loss of the use of any part of a person's body
  - the loss by any person of a bodily function
  - serious lacerations
- e. any other serious bodily injury

Written notification of the event (**Attachment No 9**) will also be sent to WorkCover within 48 hours of the incident. The incident notification form is to be sent to the nearest WorkCover office by facsimile as a written record of workplace deaths or serious injuries. St Patrick's will keep a copy of this record for at least five years.

### **Accident Investigation**

St Patrick's Parish has put a system in place for the reporting and recording of accidents.

Gathering this type of information is important and involves a whole range of people within our parish. Accident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety within the parish. Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

### **Injured Employees**

St Patrick's Parish recognises that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation. The parish believes that providing a safe, early return to meaningful and productive work is in the best interests of all staff. Consequently, it encourages full and active participation from all staff in creating a supportive environment conducive to the rehabilitation process and the speedy return of colleagues to the workplace.

To achieve this, we have the following objectives:

- return to work should be a normal expectation of all employees following a work related injury. The intention is to return the injured employee to work as soon as possible
- all employees are encouraged to report all work related illnesses and injuries immediately
- occupational rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties
- each employee's occupational rehabilitation program will be developed individually, and on a confidential basis, with the employee concerned.

We have appointed a **return to work coordinator** who is:

<p>...Parish Secretary.....</p>
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The role of the return to work coordinator is as follows:

- assist injured employees to remain at work wherever practicable or to return to suitable work as soon as possible after injury
- ensure that a return to work plan is established for each employee who has an injury that involves 20 or more days of total incapacity for work
- liaise with any parties involved in the treatment or occupational rehabilitation of injured employees or involved with the workplace to assist an injured employee to remain at or return to suitable work after injury
- ensure the confidentiality of personal information made available while coordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured employee's claim
- monitor the progress of the return to suitable work of an employee following injury and of any occupational rehabilitation services provided under a return to work plan
- ensure that, where appropriate, an injured employee is referred to an approved occupational rehabilitation provider for assistance to return to suitable work.

### **Occupational Providers**

St Patrick's Parish has appointed Gallagher Bassett Services Workers Compensation Pty Ltd, Locked Bag 3570 GPO Melbourne Vic 3001, (telephone 03 9297 9000) as the preferred WorkCover insurer. The parish cooperates with the WorkCover insurer to ensure that appropriate occupational providers are appointed to assist in the rehabilitation of injured employees.

### **Occupational Health and Safety Resources**

St Patrick's Parish keeps itself up to date with resources to assist it in understanding its obligation regarding issues by discussing the following:

- Consolidated acts and regulations  
[www.austlii.edu.au](http://www.austlii.edu.au)
  - WorkSafe Victoria:  
[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
  - Information Victoria  
[www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au)
- Catholic Diocese of Ballarat  
<http://www.ballarat.catholic.org.au>
- Catholic Church Insurance (CCI)  
[www.ccinsurances.com.au](http://www.ccinsurances.com.au)

**Review of policy**

The Parish Administrator will seek cooperation from all employees in realising these health and safety objectives and creating a safe work environment. Consequently the policy will be reviewed regularly in the light of legislative and parish changes.

All employees will be advised of changes and arrangements for their implementation.

Signed

..... Parish Administrator

..... Date



**Attachment No 1**

**St Patrick's Parish**

**Occupational Health and Safety**

**Job Safety Analysis Worksheet**

Parish Name: ..... Date: .....

Site Name: ..... Permit to Work requirements: .....Yes ..... No .....

Contractor: ..... Approved by: .....

Activity: .....

.....

<b>Activity:</b> List the tasks required to perform the activity in the sequence they are carried out	<b>Hazards:</b> Against each task list the hazards that could cause injury when the task is performed	<b>Risk Control Measures:</b> List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard	<b>Who is responsible?</b> Write the name of the person responsible (supervisor or above) to implement the control measure identified

## Attachment No 2

**St Patrick's Parish****ANNUAL AUDIT****Checklist for Housekeeping in Offices and Staff Rooms**

	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Is the no-smoking policy observed throughout the parish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there enough space for staff to carry out their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are all exits and entry free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers readily accessible and their location known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are different types of fire extinguishers marked and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fire extinguishers correctly marked with identifying markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there staff trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff have access to and training in use of ladders to reach elevated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff have seating appropriately designed to maximise comfort and minimise poor posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Are computer screens placed so that there is no glare on the screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are monitors fully adjustable for height, tilt and distance from front of desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are adjustable chairs provided and correctly adjusted for the person using it, eg back support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are desks at the right height for the work being done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are keyboards/books/files/paper within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the operator have an adjustable document holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency numbers attached to phones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are first aid kits fully equipped, and available, and their location known to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have you considered the Manual handling (Occupational Overuse Syndrome) Code of Practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Staff rooms**

**Yes                      No                      Action**

***Eating area***

- Is the non smoking policy observed throughout the parish?
- Is crockery chip and crack free?
- Are the facilities hygienically clean and tidy?
- Are waste bins available and accessible?
- Are lighting levels adequate?
- Do all electrical/leads/cables/sockets fit properly?
- Is all electrical equipment safely maintained, eg if an urn is well balanced and secured to the bench? Does the outside get hot to the touch?
- Is rubbish left lying around?

***Work area***

- Do work areas have sufficient space around desks, tables?
- Is there sufficient storage for staff requirements?
- Is the access to this area good?
- Are there any manual handling problems?
- Are chairs adjustable for a variety of people?
- Is lighting sufficient for any work being done?
- Is ventilation sufficient for the area?



**Attachment No 4**  
**St Patrick's Parish**

**Check list for slip hazards**

	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are outdoor surfaces kept free of leaves, mud, clippings, paper, gravel and moss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable mats present at entrance of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant strips applied to walking or working surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, walkways, entrances and exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpet, tiles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there folders, brief cases, and bags on the floor or in passageways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths smooth and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other tripping or slipping hazards in the grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ?
Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of steps clearly marked and well lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment No 5

# St Patrick's Parish

## Dangerous Goods and Equipment

	Yes	No	Action
▪ Does the parish have all general safety/warning signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has the parish implemented the provisions of the Dangerous Goods code of practice. In the case of Science facilities have the "Guidelines for the Storage of Science Chemicals" been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the parish require a HAZCHEM sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so are there ways of reducing chemicals to eliminate this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has an audit of dangerous goods been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have a chemical register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do you have material safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these data sheets in an accessible place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are fume cabinets installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage for the area adequate, well laid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has chemical segregation/storage been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have procedures for the disposal of chemicals been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does any work process generate dust, smoke, fumes, gases or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If so what options are there to deal with this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Is there an effective system of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are tests of air conditioning systems conducted regularly and reports obtained and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is there adequate circulation of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff in this area suffer from eye, nose, throat or skin irritations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is protective apparel available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are these checked for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do staff and parishioners use protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have accident reports been checked to identify any chemical hazards needing further action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are work areas, equipment and machines kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment No 6

**St Patrick's Parish****Checklist on Environmental Issues**

	<b>Yes</b>	<b>No</b>	<b>Action</b>
<b>Outside ground layout</b>			
▪ Are fences and gates all in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are sports and physical education areas designed to accommodate activities safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Could they be causes of accidents, eg can the gate rebound if a child pushes it hard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the fence have broken wire, holes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are handrails in good repair and free from splinters, breaks in the wood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there any blind corners or posts, which can cause accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are entrances and exits clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are playground equipment areas kept covered with appropriate layers of tanbark and is this raked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are emergency exits clear and accessible from inside the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are people aware of when doors are going to be opened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Ventilation, heating and cooling**

	<b>Yes</b>	<b>No</b>	<b>Action</b>
▪ Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there draughts in rooms, corridors, etc., that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is heating ample for all rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have passive insulation measures been fully assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Storage**

▪ Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is capacity adequate in each area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are staff been trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Have manual handling tasks been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Attachment No 7**

**St Patrick’s Parish**

**MANUAL HANDLING – HAZARD IDENTIFICATION WORKSHEET**

:

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

*Does the task involve hazardous manual handling? (tick any of the following that apply to the task)*

<b>Task</b>	<b>Repetitive or sustained application of force</b>	<b>Repetitive or sustained awkward posture</b>	<b>Repetitive or sustained movement</b>	<b>Application of high force</b>	<b>Exposure to sustained vibration</b>	<b>Handling live people or animals</b>	<b>Handling loads that are unstable, unbalanced or difficult to move.</b>
<i>Code of Practice Page No.</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>13</i>	<i>13</i>	<i>14</i>	<i>14</i>

**Placing and removing displays from pin boards**

---

**Emptying of “wheelie” bins into industrial waste bin**

---

**Office staff collecting heavy loads of mail**

---

**Obtaining resources from shelves on staff desks  
(Steps)**

---

**Climbing onto roof to collect balls**

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*If you ticked one or more of the boxes for a particular task, you must do a risk assessment of that task.*

Hazardous manual handling must be identified for all existing and proposed tasks in your workplace. You must also identify hazardous manual handling whenever changes occur in the workplace, or new information or reports of MSD are brought to your attention (See Section 11 of the Code of Practice).

**Attachment No 8**

**St Patrick's Parish Register of Injuries**

No .....

1.	<p>Worker's name:</p> <p>Surname: .....Christian name: .....</p>
2.	<p>Worker's occupation or job title:</p> <p>.....</p>
3.	<p>Date and Time of Injury:</p> <p>Date: ..... Time: .....</p>
4.	<p>Worker's exact location at time of injury:</p> <p>.....</p>
5.	<p>Describe in detail how the injury was sustained:</p> <p>.....</p>
6.	<p>Describe the harm (nature) and body parts affected by injury:</p> <p>Harm: ..... Body Parts : .....</p>
7.	<p>Witnesses, if any to the injury:</p> <p>Surname: ..... Christian name: .....</p> <p>Surname: ..... Christian name: .....</p>
8.	<p>St Patrick's person making entry. Date of entry and declaration:</p> <p>I ..... declare that all particulars given are a true and accurate account of details of the injury as know by me.</p> <p>Signature: ..... Date: .....</p>
9.	<p>St Patrick's management representative acknowledging receipt of advice of injury. Date of entry and declaration:</p> <p>Surname: ..... Christian name: .....</p> <p>Job Title: .....</p> <p>I acknowledge receipt of advice of injury and confirm that written acknowledgment of injury advice has been given to the injured worker.</p> <p>Signature: .....Date: .....</p>

**COMPLETED COPY TO BE GIVEN TO INJURED WORKER BY MANAGEMENT REPRESENTATIVE AS ACKNOWLEDGMENT OF NOTIFICATION OF INJURY**

**Attachment No 9  
WORKSAFE VICTORIA  
Incident Notification Form**

**Person submitting details**

Name: ..... Telephone: .....

Date: ..... Date and Time of Incident: .....

Employer: **St Patrick's Parish**.....

Place/location where incident occurred: .....

**Business Address:** .....

Name of employer of deceased/injured person(s), if any, different from above:

.....

Brief description of incident (Give details of type of injury, if any, caused by incident):

.....

.....

.....

.....

**Details of injured person(s)**

Name: ..... Male ..... Female .....

Residential Address: .....

Date of Birth: ..... Telephone No .....

Occupation/job title/description: .....

Employee/contractor/member of public: .....

Work activity being undertaken at time of incident (identify any plant, substance, equipment involved):

.....

.....

Person(s) who saw incident or first came to scene:

.....

Action taken/intended, if any, to prevent recurrence of incident:

.....

**Declaration**

I declare that where I provide personal or health information to the Victorian WorkCover Authority (VWA) about any other individual, I am authorised to provide that information. The information has been collected in accordance with the applicable privacy legislation and the individual has been or will be made aware of the VWA's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature: .....

Name: .....

Date: .....