



Work Health & Safety Policy & Safety Plan

*Archdiocese of Canberra & Goulburn
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Background

The Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn have a legal duty to protect the health, safety and wellbeing of all of the persons employed in, who volunteer for, who use and who visit any of the properties or activities within the Archdiocese.

This duty is explicit under the Work Health and Safety legislation and requires the provision of a safe place of work as well as safe systems of work.

In parish/agency based activities associated with the Archdiocese there are a wide range of circumstances under which people can be put at risk of injury or illness and these must be identified, assessed and controlled in order that the duty to people likely to be affected is discharged.

This Safety Management Plan (or Work Health and Safety Management System - WHSMS) has been developed to provide a framework for the protection of people from injury or illness as well as providing a systematic means of planning and implementing this framework.

WHS Acts

New legislation came into effect from 1 January 2012 with the introduction of harmonisation legislation across a number of jurisdictions including the ACT & NSW. Under the legislation, there was a broadening of the primary duty of care for workplace safety to cover an entity or person conducting a business or undertaking (PCBU).

Following a review of archdiocesan practice it was resolved that the Trustees of the Archdiocese were the PCBU. This decision was predicated on the following:

- Workers (parish, agencies and curia) are employed by the Trustees of the Archdiocese of Canberra & Goulburn.
- Major financial decisions cannot be made without the approval of the Trustees of the Archdiocese of Canberra & Goulburn.

At the same time it was resolved that parish priests would be designated as 'officers' on the basis that the decisions they make at parish level impact on a substantial part of the Church enterprise. Other positions within the Church enterprise were then assessed as to the degree to which their decisions could affect the enterprise. It was resolved that the following heads of agencies were 'officers': Archdiocesan Financial Administrator; CEO of MarymeadCatholicCare, Director of Catholic Education.

Officers have an immediate, positive and proactive duty to exercise due diligence to ensure that the PCBU complies with the *WHS Act* and *WHS Regulation*. Each officer must separately take reasonable steps to meet their due diligence obligations concerning WHS including psychological hazards to health and safety. It requires that officers actively seek out relevant knowledge and understanding to make a decision or take action.

Officers should establish whether other personnel in their respective agencies had the power to make decisions that would affect a substantial part of the Church

enterprise or, have the ability to significantly affect the financial standing of the Church and whether to declare these persons officers.

WHS Policy

The Archdiocese has developed and made a commitment to protecting the health safety and wellbeing of persons associated with the activities of the Church and has expressed this a WHS Policy (refer page 8).

A signed version of this document should be displayed within the parish/agency as a visible sign of the commitment to health and safety within the workplace.

The implementation of WHS is more than just the words contained in the WHS Policy, it is about developing systems and documented processes that support the framework and provide clear guidance for the way the activities of the parish/agency need to be run in order to protect people within the parish/agency.

Archdiocesan Work, Health & Safety Policy

1.0 Purpose

- 1.1 This policy recognises that in performing (God's work), the health, safety and wellbeing of all parishioners, students, residents, clients, workers (volunteers) and visitors to any of the facilities and services offered and operated by and under the auspices of the Catholic Archdiocese of Canberra and Goulburn are the responsibility of archdiocesan management. In fulfilling this responsibility, archdiocesan management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:
- Providing and maintaining safe plant, systems of work and access and egress from the workplace;
 - Making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances;
 - Maintaining the workplace in a safe and healthy condition;
 - Provide adequate facilities to protect the welfare of all workers;
 - Providing information, training and supervision for all workers enabling them to work in a safe and healthy manner; and
 - Maintain information and records relating to health and safety.
- 1.2 Under the guidance of the Archbishop, Ms Helen Delahunty, as Financial Administrator, is responsible for ensuring the implementation and monitoring of this policy at all archdiocesan locations. The health and safety duties of management at all levels will be detailed, and procedures for training and back-up support must be followed.
- 1.3 In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

2.0 Duties

- 2.1 This policy is intended to be read by Archdiocesan management and those who have duties under the *Work Health and Safety Act 2011 (ACT)* and the *Work health and Safety Act 2011 (NSW)*.
- 2.2 Management, as far as it reasonably practical, are required to manage risks to psychological and physical health and safety at work, and if it is not reasonably practicable to eliminate those risks, to minimise them so far as is reasonably practicable.
- 2.2 In recognising the hazards occurring in dealing with people from all walks of life using the services and facilities of the Archdiocese, the management will take every practicable step to provide and maintain a safe and healthy environment for all parishioners, students, residents, clients, workers (volunteers) and visitors. To this end management will:
- Observe, implement and fulfil its responsibilities under the Acts and Regulations, in both ACT and NSW.
 - Establish targets and objectives that will be used to measure and monitor our performance in managing health, safety and wellbeing across all of our activities.

- Ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed.
- Make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety functions.
- Ensure that all specific policies operating within the Archdiocese, such as - fire and explosion, purchasing, dangerous goods, psychosocial hazards, training, first aid and systems of work - are periodically revised to ensure that they remain consistent with the Archdioceses' health and safety objectives.
- Provide information, training and supervision for all workers in the correct use of any plant, equipment and substances used throughout the Archdiocese.
- Be informed of incidents and accidents occurring on Archdiocesan premises or to parishioners, students, residents, clients, workers (volunteers) or visitors so that health and safety performances can accurately be gauged.
- To notify WorkSafe of any notifiable incidents.

3.0 Workers

- Comply, so far as they are reasonably able, with any reasonable instruction that is given by the Archdiocese to comply with WHS Acts.
- Have a duty to take all reasonably practicable steps for their own health, safety and wellbeing and of others affected by their actions at work.
- Ensure their actions or lack of action does not harm others.
- Should comply with the safety procedures and directions agreed between management and workers with nominated or elected health and safety functions. If workers believe these procedures are not adequate, they should provide this feedback to the Archdiocesan Financial Administrator.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of workers; and
- Must, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives or to management.

4.0 Parishioners, Students, Residents, Volunteers & Visitors

While on any Archdiocesan property have a responsibility to:

- Follow any instructions given by an Archdiocesan staff member.
- Abide by any instructions given either verbally or in writing.
- Obey any signs and warnings regarding safety.

Archdiocesan management seeks co-operation from all workers and residents in realizing our health and safety objectives and creating a safe work environment. All parishioners, workers (volunteers), students, residents, clients, and visitors will be advised, in writing, of agreed changes and arrangements for their implementation.

What is Safety all About?

Safety is about protecting people from being injured or becoming ill because of what happens in the workplace. A parish/agency is a workplace in much the same way as any other workplace, albeit a special workplace in which people come together to worship and to carry out the work of the Church.

Every workplace has a legal duty to protect people from illness and injury. This can be achieved in a number of ways. The Safety Plan has been developed to assist parishes and Archdiocesan entities in providing a safe environment for those who come to worship, those who use parish/agency facilities and those who volunteer their time and services to assist with the work of the parish/agency and the Church.

What do we do to Ensure Safety?

Managing safety is best done by adopting a systematic approach. The Archdiocesan WHS Policy (pages 7 and 8) provides a common starting point for everyone across the Archdiocese.

Next, it is important to adopt a regular approach to identifying the hazards and risks in the parish/agency that may result in illness or injury. This is done by conducting an inspection of the facilities within the parish/agency so that any hazards or risks can be fixed or, if they cannot be fixed, that the risk of them causing illness or injury can be managed.

On completing the planning for safety, it is necessary to put in place, or implement the controls that are needed to prevent people being injured or becoming ill. The last two phases of the Safety Plan involve checking to ensure that the plan is implemented and finally, identifying ways to improve the Safety Plan.

Training Programs

There is a legal obligation to provide training, instruction and information for workers (including volunteers) in WHS.

Training may also be required for those who are potentially at risk for example, priests, lay leaders, workers, parishioners, students, teachers and visitors.

❖ Action Required

Mandatory training and identified training needs, as they arise, must be included in a continuous training program and provided by qualified or competent persons. Training and instruction programs should be planned and delivered within a time frame to provide for:

- Induction and instruction in WHS obligations and responsibilities.
- Instruction in notifying and reporting WHS hazards and risks.
- Training and instruction in safe work practices.
- Training and instruction in specific tasks and operations.
- Training and instruction in emergency procedures and responses.
- Documentation of the training – content, names of trainees and training personnel.
- Regular evaluation of training.

❖ **Measuring Progress**

- Those in management and supervisory roles are trained so that they can take a leadership role.
- Training is ongoing to address new issues and requirements.
- The WHS plan is implemented.
- There is a reduction in injuries, illnesses and incidents.

Consultation

An alternative to establishing a formal WHS Committee could be engaging interested parishioners to undertake WHS inspections. Equally, WHS could become a responsibility of the Parish Council. The role:

- To provide assistance to the parish priest.
- To disseminate information on WHS.
- To assist in identifying measures to eliminate or control risks.
- To contribute to the formulation of policy.
- To assist with inspections/audits.

Regardless of the model the parish priest needs to be made aware of any WHS issue and an assessment conducted leading to appropriate action.

Communication

Communicating WHS information to workers and visitors is most important. Regular reminders are also required to ensure that all relevant members of the community are kept up-to-date. Such means could include:

- Policy and procedural handbooks.
- Parish bulletin.
- Posters and pamphlets.
- Including a WHS segment on meeting agendas.
- Reference to suitable internet sites.

To support the parish to meet legal, evidential and accountability requirements it is important that complete, accurate and reliable documentation of action and transactions be compiled. All staff members are responsible for making, keeping and retaining accurate documents in their area of accountability whilst, at the same time, respecting privacy obligations.

Formulating a Parish Policy

The purpose of a health and safety policy is to identify health and safety goals and provide direction for the management of health and safety. To be effective a WHS Policy must apply parish wide and to all individuals including contractors and visitors. The WHS Policy should be developed through parish structures and reference made to the Archdiocesan Policy.

Action

- Confirm which parish group will develop the WHS Policy.
- Use the Archdiocesan Policy and other reference material from NSW/ACT Government and CER to formulate a Policy Statement and Implementation Strategy. Other reference material could include the WHS Act and Regulations.
- Include a statement regarding a review process as the policy, planning and implementation need to be monitored and reviewed. It should then be possible to institute a continuous cycle of improvement.
- Distribute the draft policy for comment.
- Ensure the final policy is endorsed by the parish priest.
- Display and distribute the Parish WHS Policy.

Training

An information session could be provided to inform the Parish Council about the need to formulate a WHS Policy. To this end please do not hesitate to seek the assistance of the Chancery.

The Policy Process

1. Following a review of the relevant documentation (as above) each member of the formulation group should record key phrases (or more) that they believe should appear in the policy statement.
2. The key phrases should then be shared, the common ideas identified and agreed and then written up as a paragraph by the convenor. At the next meeting the policy paragraph should be reviewed, refined and agreed.
3. Following agreement the formulation group should then articulate the implementation strategies. That is, what needs to be done to fulfil the intentions detailed in the policy statement.

Action – Using the Manual

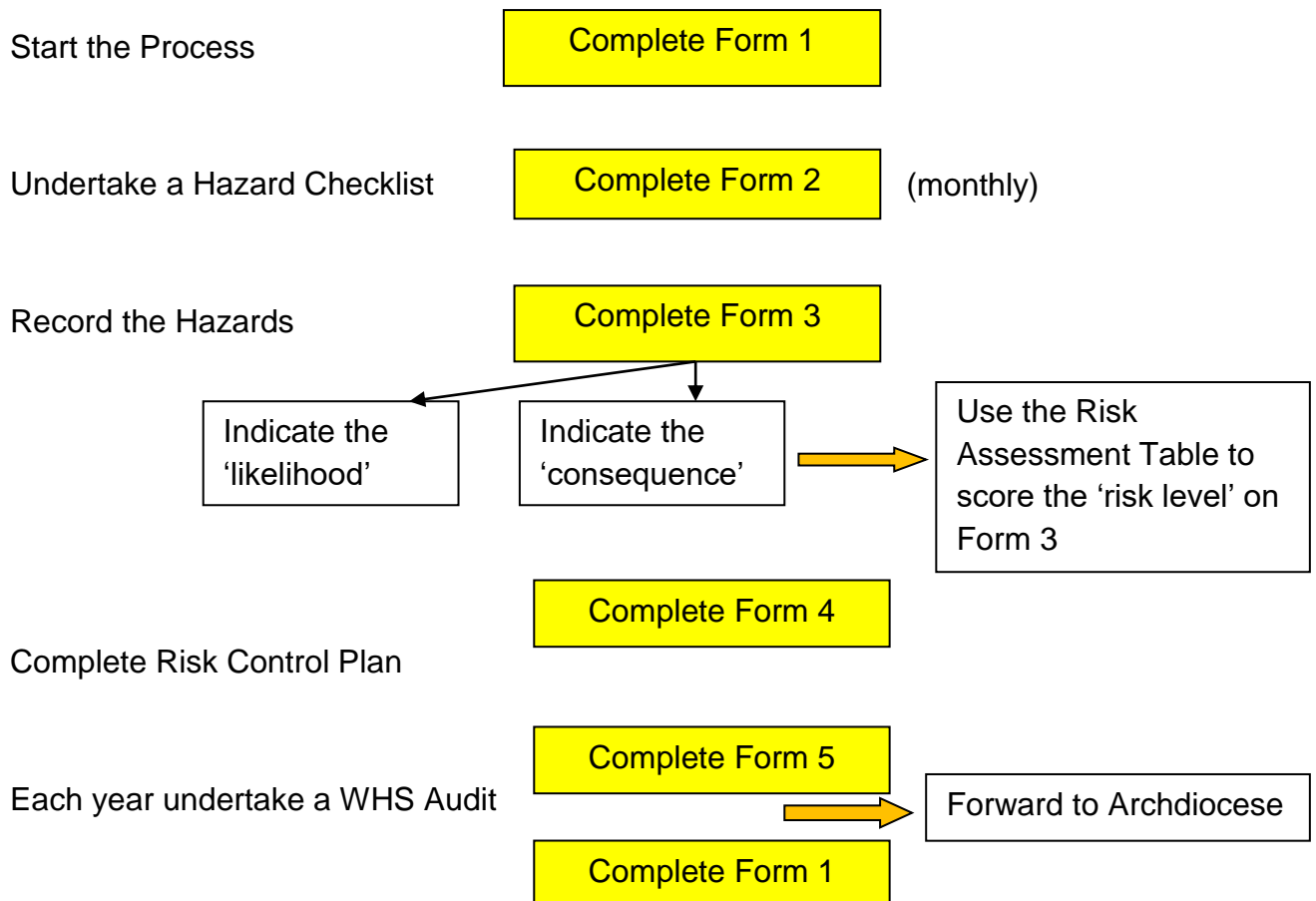
This manual has been designed to assist parishes/agencies in managing WHS issues within the Parish/Agency. It is a legal requirement that everything is done to protect the health, safety and wellbeing of all those who come in contact with the Church.

The manual is divided into five parts:

1. Hazard Identification, Risk Assessment and Control
2. Control of Properties
3. Travelling within the Parish/Agency
4. Use of Chemicals and Plant
5. Control of Programs

The following instructions are provided to facilitate the management of the WHS program within the Parish/Agency.

Hazard Identification, Risk Assessment and Control



Commencing the WHS Management Plan

- 1) Complete and submit **Form 1** to the Archdiocese Office (Attn. Victor Dunn).
- 2) Undertake a Hazard Checklist by completing **Form 2** and as necessary, **Form 2a** (Psychosocial Hazards).
- 3) Transfer the identified Hazards to **Form 3** and on referring to the Risk Assessment Table calculate the 'consequences' and the 'likelihood'. Include the outcome on Form 3 in the Risk Level column.
- 4) Transfer the assessed Hazards to **Form 4** placing them in the relevant risk categories.

Process

- On a daily basis use the information on the Risk Control Plan (Form 4) to address the hazards that have been identified. Keep an eye on the parish facilities for emerging hazards.
- A formal inspection of the parish facilities and buildings should be undertaken regularly (Form 2) as a means of identifying anything that requires immediate attention and repair. This is particularly important in relation to those facilities that are out or used by bodies outside the direct involvement of the Church.
- Each quarter update the information contained in Form 3 from the outcome of the regular inspections (Form 2).

As you complete the actions required on each of the items tick them off on your **Risk Control Plan**. When you complete the next quarter's survey go back to the previous quarter and ensure that all of the items mentioned on that survey have been fixed and if not fixed transfer forward to the current quarter's Risk Control Plan.

This document forms the basis of the daily activities you will need to implement to ensure that the hazards are corrected.

Note: where repairs involved licensed trade works such as electrical or plumbing this must only be done by qualified and licensed tradespersons.

- Annually complete the **WHS Audit Form 5** and submit this with an updated **Form 1** to the Archdiocese Office (Attn. Victor Dunn). This should be completed and submitted by the end of July each year so that the Archdiocese can prepare a consolidated report for the Archbishop to send to the Trustees of the Church.

Control of Properties

Inspect facilities	Complete Form 2	
Complete hire agreement	Complete Form 6	Include a Copy of Form 7
Fire appliances	Complete Form 7	Every 6 months
Travel	Complete Form 8	In excess of 100 kms
Chemicals check	Complete Form 9	Every 3 months

As required

Every time a Parish facility is hired out or used by an outsider, they should be inspected to ensure that they are fit for hire. This can be done using the same framework as outlined on **Form 2** (see above). This is to ensure that there are no damaged or broken facilities that might result in someone hiring the facility from being injured.

A formal Property Hire Agreement (**Form 6**) should be completed for each hire and kept on record. This is essential to ensure that both parties are fully aware of and have agreed to the conditions of hire of the facility. A copy of **Form 7** outlining the types of fire appliances should be provided to the hirer.

Fire and Emergency

Six Monthly

All fire appliances are to be inspected by the contracted fire inspection contractor. A guide to the types of fire appliances is shown at **Form 7** and this should be provided to each hirer in addition to **Form 6** (see above).

Travelling within the Parish/Agency

As required

Where travel within the Parish or on behalf of the Agency is to take place and involve long distances (more than 100kms) or travelling at the end of the day (journey to

commence or finish after 6pm) a Travel Planning and Tracking system shown at **Form 8** is to be used for each journey.

This form is to be completed and actioned as instructed and when completed it is to be held as part of the Parish records.

Use and Control of Chemicals and Plant

Monthly

As part of the monthly Hazard Checklist, inspect all plant and equipment to ensure that it is in good condition and that all safety guards are still in place and functional. If they are not or the equipment requires service contact your local service agent to arrange this.

Check that electrical testing and tagging is up to date (examine the current tag) and if it is due to be done again before the next monthly inspection contact an authorised person to update this.

Quarterly

As part of the quarterly Hazard Checklist, review the chemicals that you have on site and the details contained on the Hazard Substances Register shown at **Form 9**. Update any changes and check that all MSDS are up to date (issued in last 5 years) if they are not, contact the Archdiocese Office for assistance.

Control of Programs in the Parish/Agency

The Church is required to ensure that all workers including volunteers are formally registered.

Volunteer workers

Complete Form 10

Volunteer drivers

Complete Form 10

Complete Form 11

Excursions

Complete Form 12

Fetes

Complete Form 13

Volunteers

For **volunteer workers** an application and registration process as shown at **Form 10** needs to be completed and retained on file. For **volunteer drivers**, in addition to the above form an additional volunteer driver's application and registration process as shown at **Form 11** needs to be completed.

Programs & Outings

From time to time the parish/agency will arrange programs or outings. There is an obligation when organising such programs or outings for that the participants are not exposed to risk of injury or illness to an unknown or unacceptable degree.

When an outing/program is being arranged a risk assessment must be carried out (**Form 12**) to identify the risks that may be present and to identify as part of the planning process how these risks will be controlled.

This Risk Assessment must be taken with the outing or kept handy during the conduct of the program and then safely filed within the Parish/Agency records.

Fetes

It is necessary to undertake a risk assessment of the fete and its activities from a safety perspective. **Form 13** should be completed and used as part of the planning process.

Safety Management - The Seven Elements

The Safety Management Plan that has been designed for the Archdiocese consists of the following seven elements:

1. **Hazard Identification, Risk Assessment and Control (HIRAC)** – examining the workplace and activities within the workplace to identify what could injure people and developing and implementing controls.
2. **Control of Properties** – including letting them to groups outside the Church
3. **Travelling within the Parish/Agency** – managing the use of vehicles, travelling and fatigue management
4. **Use and Control of Chemicals and Plant** – developing specific controls on the use of chemicals and items of equipment
5. **Control of Programs in the Parish/Agency** – how to assess risks associated with parish/agency activities and the people involved, including excursions and outings
6. **Using Contractors** – it is important that all contractors work in a way that protects the health & safety of everyone at the workplace.
7. **Psychological Hazards** – a systematic process to manage psychological hazards will assist the PCBU in meeting its WHS responsibilities.

The Safety Management Plan will be kept under ongoing review to ensure that any changes to Legislation and Regulations are reflected in our operational controls and any updates will be provided to you as soon as they become available.

Confirmation of Implementation

At the time of setting up and each year in July, each agency and parish is to complete **Form 1** forwarding it to the Archdiocese to confirm that the WHSMS has been established and is still current and up-to-date.

This form should be sent along with the annual WHS audit form.



ELEMENT ONE – Hazard Identification Risk Assessment and Control (HIRAC)

Getting Started on Safety

Implement a process of workplace inspections that will identify those areas that need to be improved, repaired or replaced.

For example replacing a light globe so that dark areas in and around the parish buildings are adequately lit or it may mean looking at putting in new steps, stairs or ramps so that people can get in and out of parish/agency buildings without the risk of tripping and falling.

Attached to this Safety Plan will be a number of documents. One of the first of these is a Health and Safety Hazard Checklist (**Form 2**).

Completing the Health and Safety Checklist

Once each quarter at the end of June, September, December and March use the Health and Safety Hazard Checklist to identify any hazards in the workplaces and properties used for parish activities.

Each item should be looked at in relation to the whole of the parish operations and an indication in the form of a tick or cross placed in the relevant column.

This report then forms the basis of developing a List of Hazards and assessing the risks associated with those risks and from this an action plan.

Many of the items identified will be relatively minor and able to be corrected with little effort and there may be a view that they are so minor that they should be just fixed and not reported.

It is important that all the items identified are transferred on to the Hazard List and Risk Assessment form and an Action Plan item developed in order to track what has been identified and what has been fixed along the way.

The completed form must be filed securely as it will be used when the next survey is undertaken as a means of checking that all the items identified on the last survey have been actioned and where possible corrected.

Completing the Hazard List and Risk Assessment

As outlined on **Form 3**, details of any item identified on the Checklist that is answered with a No (in the shaded box) must be transferred to this sheet to form the basis of a process of taking action.

Write each item onto the form and provide a brief description of the hazard. Using the tables on the form assess how risky the hazard is to the organisation. This is important as it gives an indication of how urgently the hazard needs to be addressed. The higher the risk the higher should be the priority to fix the hazard.

Alongside each hazard that is identified, write the consequences and likelihood of something happening and using this look up the risk level in the table and write this on the form.

The risks are then transferred to the parish Risk Control Plan (**Form 4**)

Completing and Using the Parish/Agency Risk Control Plan

Using the information from the Parish Hazard and Risk Assessment, transfer the details to the Parish Risk Control Plan under each of the Risk Headings, commencing with Extreme Risks. Complete this process for all the other assessed risks using the Risk Identification numbers from the Assessment form.

Against each risk identify, what needs to be done to overcome the risk. This could be eliminating the hazard by repairing or removing it, it could be substituting the hazard with something less hazardous (e.g., a safer chemical), it may be isolating the hazard by putting up a fence or barrier around it so its impact is reduced.

Use the Hierarchy of Controls starting at the top to determine the best way of dealing with the hazard. (See next page for examples of the Hierarchy of Controls)

Once the action has been identified then allocate a completion date for taking the action and allocate a person to be responsible for taking the action.

As each item is addressed mark them off on the form so that you can demonstrate that action is being taken.

Examples of Hierarchy of Controls

The following examples of the use of the hierarchy of controls as applied to safeguarding electrical appliances can be used as a guide to dealing with other hazards in the workplace.

Level of Hierarchy	Example
Elimination	<ul style="list-style-type: none"> <input type="checkbox"/> Remove hazardous electrical plant from the workplace (if it is identified as being unsafe take it out of use) <input type="checkbox"/> Cease in-house operations of hazardous work (contract out work performed in house)
Substitution	<ul style="list-style-type: none"> <input type="checkbox"/> Use low voltage electrical plant (use portable battery powered appliances rather than mains powered) <input type="checkbox"/> Substitute movable electrical plant for fixed. (enable isolation of electrical equipment if required)
Isolation	<ul style="list-style-type: none"> <input type="checkbox"/> Place hazardous electrical plant in enclosures with restricted access (place physical barriers between hazard and people) <input type="checkbox"/> Place out-of-service tags on plant. (control use of hazardous plant until it is repaired)
Engineering	<ul style="list-style-type: none"> <input type="checkbox"/> Use RCDs (safety switches) to protect socket outlets which supply electrical plant.
Administration	<ul style="list-style-type: none"> <input type="checkbox"/> Perform regular inspection and tests on electrical plant and electrical installations

	<input type="checkbox"/> Implement safe work practices, instruction and training.
Personal Protective Equipment	<input type="checkbox"/> Use rubber mats, insulated gloves, eye protection, boots, and head gear (also to be used in conjunction with above measures).

Annual WHS Audit

Once a year in July, each parish is required to conduct a WHS Audit using the Parish WHS Audit Tool (**Form 5**) forwarding the completed form to the Archdiocesan office.

This is an essential part of managing safety as it confirms to the trustees of the Archdiocese that everything that needs to be done to manage safety in the parish is being done.



ELEMENT TWO – Control of Properties

Within each parish there are facilities that are hired out or made available to individuals and groups both inside and outside the Church's direct activities.

One of the most significant exposures for the Archdiocese relates to the hire and use of its facilities and the potential for injuries to occur during this use and for claims to be made against the church's insurance provider.

To this end it is essential that appropriate mechanisms and control over the hire of all church related facilities are in place.

Inspection of Church Facilities

On a regular basis all church facilities, particularly those likely to be hired must be inspected to ensure that they are in a fit and proper condition for safe hire.

On a monthly basis each facility within the parish that is regularly offered for hire should be inspected using the health and safety checklist shown at **Form 2**. Any items identified should be fixed as soon as possible prior to the facility being made available for hire on an ongoing basis and any long term items transferred to the Risk Control Plan for correction.

Property Hire Agreement

On each occasion that a parish facility is hired, a formal property hire agreement should be completed (**Form 6**) so there is a record of the hire and both the parish and the person or group hiring the parish facility clearly understand their respective responsibilities.

This property hire agreement needs to be completed and signed and kept on record within the parish.

Provision of Fire Extinguishers

The provision of fire extinguishers is vital to ensure the safety of people and property.

Fire extinguishers should be checked every six months by a competent organisation. **Form 7** provides a general guide as to the different types of fire extinguisher and their use.



ELEMENT THREE – Travelling within the Parish/Agency

One of the most dangerous aspects related to working within the Archdiocese is that of travel.

Many of the country parishes are spread over long distances and require parish staff to travel extensively. Often this travel involves early-morning starts and late night finishes. Coupled with travelling alone this can result in extreme risk for those involved.

To protect staff that were involved in country travel from the dangers of long distance, out of hours and fatigue it is essential appropriate controls are in place.

These controls start at the planning phase which means that when travel is being organised thought must be given to the time of day, distance to be travelled, activities are going to be undertaken during the day and whether the travel involves an overnight stop.

All travel activities need to be carefully planned. No one should travel by themselves without others within the parish knowing about the travel, when the journey is to start and finish and knowing the route that is to be taken. It is prudent to have emergency plans in place if the traveller does not arrive at the expected time.

A checklist and travel tracking document has been developed and appears at **Form 8**.

Persons travelling should fill out this form and give it to the Parish Secretary or another responsible person within the parish.

Person Travelling

Upon Arrival at destination either on the forward or return journey the traveller advises the parish priest or person holding the control copy of Form 8 that the journey has been safely completed.

Travel Controller

If advice of completion of journey is not received within half an hour of the estimated completion time take the following actions:

1. Contact by mobile phone, if possible.
2. Contact destination by phone, if possible.
3. If unable to contact within additional half hour, contact emergency services.



ELEMENT FOUR – Use and Control of Chemicals and Plant

Chemicals

Chemicals that may appear to be innocuous can be highly dangerous.

In a workplace even household chemicals that are taken for granted in homes become substances over which there needs to be control.. For example substances such as Methylated Spirits and Turpentine or oil based paints in a workplace can be highly dangerous.

In each workplace within the parish a complete list of the chemicals located should be compiled with supporting information in the form of Material Safety Data Sheets (MSDS).

To prepare for the management of chemicals follow these steps:

1. Identify all chemicals on the site
2. Ask the question “Do we need all of these?”
3. If not dispose of the surplus chemicals properly.
4. Make a list of all the chemicals on Form 9.
5. Obtain a copy of the MSDS (see below) for each chemical on site.
6. Place it in a folder with the completed Form 9 at the front and keep it handy for the Emergency Services if needed.

Material Safety Data Sheets (MSDS)

A MSDS is a document that is created and supplied by the manufacturer of the chemical and must be supplied upon request. Many of the chemical production companies have these available from their website or these can be obtained by ringing the contact number on the chemical label on the product.

Storage of Chemicals

Chemicals should be stored in places where they cannot be accessed by people who do not have a legitimate use for the chemical. Pay particular attention to items that are stored in low cupboards and under sinks where there is a prospect that children may be able to access them.

Plant

The term plant is used to describe all the equipment that is used in the workplace.

It can be from the relatively simple such as a stapler to complex and dangerous such as a ride on lawn mower.

The main issue with plant from a safety perspective is making sure that people know how to use the plant properly and safely (they have been trained) as well as making

sure that only those persons who have permission (authorised) can use the equipment.

Equipment should be regularly inspected for damage. Any damage should be fixed as soon as possible and if necessary the equipment taken out of service in the meantime.

This checking can be done by a visual inspection and should be done before the equipment is used on each occasion.

Electrical equipment must be regularly checked in the form of testing and tagging and this should be arranged through a competent person (the Archdiocese will be able to help arrange this).



ELEMENT FIVE – Control of Programs in the Parish

The control of programs within the parish is essential to ensure the safety of those participating in the program as well as workers (volunteers) involved in running the program.

Mandatory controls in place for all workers (volunteers) working with children in both New South Wales and in the ACT are strictly adhered to within the Archdiocese.

It is important that proper records exist in relation to workers (volunteers) particularly where the worker is going to be driving people involved in parish/agency programs.

Volunteer Worker

A volunteer worker's application and registration form has been developed and is shown at **Form 10**. This should be completed for each volunteer worker so that we can best match the volunteer for the type of work available as well as having on record other details to use in the event of an emergency.

These records should be kept in a confidential file within the parish.

Volunteer Driver

Where the volunteer is also going to be driving persons that are participating in programs then additional information is required as outlined on **Form 11**. This form should also be kept in a confidential file within the parish.

Program/Outing Risk Assessment

To ensure that all programs and outings that are arranged and conducted by the parish or agency are safe a process of risk assessment should be followed.

This process is outlined on the program/outing risk assessment checklist shown at **Form 12** and follows the basic principles of identifying all of the elements involved in the program or outing, assessing what risks each of those elements might present to those participating and develops appropriate controls are those risks.

The risk assessment process should be used as a tool to determine whether the program or outing can be conducted safely so that those people who are participating are not placed in harm's way.

Parish Fete

From time to time a parish may run a fund raising activity that may take the form of a fete or other gathering such as a cake stall, food fair or the like.

These functions can present a wide range of risks both in terms of the organisation as well as their actual conduct from a safety perspective, not only for those involved in organising and conducting them but also for those members of the public attending the function.

A checklist has been developed and is shown at Form 13.

ELEMENT 6 – Using Contractors

Contractors should be provided with a copy of Element 6. They should in turn make it available to their staff working at the parish.

Contractors Must

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Comply, as far as they are able, with any reasonable instruction from the parish and/or archdiocese to allow the parish and/or archdiocese to comply with the Act, and cooperate with any reasonable policy or procedure of the parish and/or archdiocese relating to health or safety at the workplace that has been notified to workers.

Administrative Procedures

All contractors working on site must carry appropriate insurances, licences and tickets to undertake their work. The parish and/or archdiocese may request at any time to see evidence of same. It is a requirement that contractors submit copies of insurances and licences to the parish and/or archdiocese on an annual basis.

These may include: National Certificates of Competency, Public Liability Policy.

Safe Work Method Statements

The contractor should provide evidence of the contractor's Safety Management System. *Safe Work Method Statements* should be provided for all high risk tasks to be undertaken at the parish.

Prior to Commencing Work

All contractors must:

- Report to the parish office to sign in.
- Contact the parish priest and complete site induction and review *Safe Work Method Statement* for the work to be completed.
- Ensure that they are wearing correct PPE.

Personal Conduct

All contractors should conduct themselves in a manner that is respectful of visitors. This conduct includes:

- Maintaining a clean and neat appearance and wearing non-offensive clothing in good repair.
- Wearing protective clothing and equipment as required.
- Refraining from loud and offensive language.
- Not operating noisy equipment in close proximity to church services.
- Not smoking in restricted areas and not in the presence of parishioners or clients.
- Ensuring equipment/vehicles are driven safely and in compliance with municipal and state/territory road rules.

- Recognising potential hazards arising from their work and taking precautions to protect themselves, other workers and visitors.
- Responding positively to requests for information by either delivering the information or finding a worker to assist.

Drugs and Alcohol in the Workplace

Contractors must not bring illicit drugs or alcohol onto parish grounds. Contractors must not be affected by illicit drugs or alcohol while undertaking their work for the parish.

If a contractor is taking prescription medicines, the parish must be notified and any possible safety ramifications, such as drowsiness, be discussed and controls implemented to the satisfaction of the parish priest.

A contractor found to be working under the influence of illicit drugs or alcohol may have their contract terminated.

Electrical Equipment

All portable electrical equipment such as drills, grinders and extension leads must be in good repair and appropriately tested and tagged.

Machine guarding must not be removed.

Motorised Equipment

- Excavators and backhoes are only to be operated by certified operators.
- All equipment is to be used only for the purpose for which it was designed.
- All guards must be correctly fitted and in place.
- Passengers must not be carried on these plant items.
- Motor vehicles are to be driven only by contractors with appropriate licences.
- Fuel, oil, water, brakes and warning systems must be checked prior to use.
- Personal Protective Equipment, i.e. hearing and eye protection, gloves are to be worn as specified for each equipment item.

Ladders

All ladders must be tied securely and safely in position.

All ladders used on electrical work must be of wooden or non-conductive material construction.

Chemicals & Hazardous Substances

- Contractors must seek approval from the parish priest for chemicals to be used.
- Contractors must always use the least hazardous chemical that will give the effect required.
- The products to be used must be listed on the Safe Work Method Statement.
- Safety Data Sheet must be provided for all products used.
- All chemicals must be in original containers with labels intact.

- If products are required to be decanted then the new container must be labelled in accordance with WorkCover guidelines. Products must not be decanted into food containers.
- All chemicals must be removed from the parish at the conclusion of the project.

Emergency Procedures

The parish has prepared management plans to address emergencies in the workplace, e.g. fires and medical situations. In case of emergencies, contractors should contact the parish office for advice as to how to proceed and follow the direction of workers.

Identifying & Reporting Hazards

Before starting work take five minutes to identify hazards and plan your work.

1. Stop, step back, observe
2. Walk through task
3. Identify hazards
4. Control and communicate
5. Safely complete task.

Report all hazards that you cannot fix to the parish office or the supervisor.

Complete a hazard reporting form to ensure that the parish can rectify hazards identified.

Reporting Incidents & First Aid

All contractors must carry an appropriate first aid kit in their work vehicle whilst on site.

If assistance is required, the contractor should call the parish office for assistance. An ambulance will be called for serious incidents.

Contractors must report all injuries and identified hazards to the parish office and complete an injury report/hazard form.

ELEMENT SEVEN – Psychosocial Hazards

The *WHS Act* defines 'health' as including both physical and psychological health. When psychological hazards and risks at work are not effectively managed, this may increase the risk of work-related psychological and physical injuries, incidents and errors.

Psychological hazards at work are aspects of work and situations that may cause a stress response, which in turn can lead to psychological or physical harm. As part of the risk assessment process, the frequency and duration of exposure to psychological hazards need to be taken into account.

Common Psychosocial Hazards

- **Role overload** – high workload or job demands with too much to do in a set time or there are insufficient workers or other resources to do the job.
- **Role underload** – low workload or job demands.
- **Role conflict or lack of role clarity.**
- **Low job control** where workers have little control over how they do their work, when they can change tasks or take breaks; are not involved in decisions that affect their work; are unable to speak up about WHS and the way work is done.
- **Conflict or poor workplace relationships** where there are frequent disagreements about how work should be done and/or harmful workplace behaviours.
- **Poor support from supervisors and managers** could mean inadequate information, advice and help with work tasks or management action which is unreasonable or delivered in an unreasonable manner.
- **Poor worker support.**
- **Bullying.**
- **Harassment including sexual harassment.**
- **Inadequate reward and recognition** where workers efforts are not recognised or there is not reasonable opportunities for skills development.
- **Poor procedural justice** where there is inadequate, unfair or inconsistent application of Archdiocesan policies or procedures.
- **Poor organisational change consultation.**

Managing Psychosocial Hazards

If inappropriate or harmful workplace relationships and behaviours are identified it is incumbent on the PCBU to record these as psychological hazards and investigate contributing causes. Equally, 'officers' must take reasonable steps to meet their due diligence obligations concerning psychological hazards to health and safety.

To effectively control risks duty holders will need to eliminate or minimise the underlying causes as well as addressing unacceptable or harmful behaviours. The risk management process should identify reasonably foreseeable risks whilst ensuring that risk controls consider workers' needs. It is also critical that a fair and transparent process be instituted.

