

WHS ACTION PLAN / AUDIT TOOL

To assist in compliance with WHS Legislation

Church

Date Completed (dd/mm/yyyy)

WHS Coordinator

No.	Element	Tasks/Questions	Person to Action	Target Completion Date	Date Completed	Review Date
A	WHS Policy	<input type="checkbox"/> Compile a WHS Policy based on sample document, WHS Policy (Available from the Baptist Insurance Services website) <input type="checkbox"/> Have policy signed and dated by church representatives <input type="checkbox"/> Issue policy to church leaders and display on notice board <input type="checkbox"/> Review policy on a regular basis				
B	Safety Rules	<input type="checkbox"/> Complete a list of written Safety Rules, see Health & Safety Rules (Attachment 24) <input type="checkbox"/> Display Safety Rules on notice board				
C	Housekeeping	<input type="checkbox"/> Develop a housekeeping checklist based on the Housekeeping Checklist (Attachment 18) <input type="checkbox"/> Complete checklist monthly <input type="checkbox"/> Document corrective action <input type="checkbox"/> Hold copies of completed checklist on file				
D	Consultation and Participation	<input type="checkbox"/> Consult with employees / voluntary workers / interested parties on a regular basis <input type="checkbox"/> Leaders/Members meetings provide an opportunity for consultation; place WHS on the agenda				
E	Training	<input type="checkbox"/> Issue all leaders and voluntary workers with the induction package suggested in Module 44 <input type="checkbox"/> Complete an Induction Checklist (Attachment 12) for all leaders and voluntary workers				

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F	Hazard Management	<input type="checkbox"/> Complete a Annual Hazard Review Form (Attachment 17) for your church <input type="checkbox"/> Rank hazards identified and correct them in accordance with the hierarchy of controls <input type="checkbox"/> Make available Incident/Hazard Review Forms (Attachment 16) to report hazards identified on church property				
G	First Aid	<input type="checkbox"/> Check whether your church has legal responsibilities relating to its first aid by reviewing the First Aid Guidance (Attachment 26) <input type="checkbox"/> Meet legal responsibilities identified <input type="checkbox"/> If no legal obligation is identified, consider moral obligations and provide first aid boxes and trained first aider if possible				
H	Emergency Response Training	<input type="checkbox"/> Develop a simple emergency response procedure and plan <input type="checkbox"/> Hold an evacuation drill at least annually <input type="checkbox"/> Explain use of fire fighting equipment to employees and voluntary workers				
I	Incident Reporting and Investigation	<input type="checkbox"/> Adopt the Incident/Hazard Report Form (Attachment 16) and instigate corrective action following a report <input type="checkbox"/> Ensure incident report forms are readily available and encourage reporting of all accidents and "near miss" incidents				
J	Purchasing	<input type="checkbox"/> Ensure all major purchases comply with the relevant Australian and NZ Standards				
K	Manual Handling	<input type="checkbox"/> Decide whether any manual handling tasks likely to cause injury are performed at your church <input type="checkbox"/> If such tasks are identified obtain a copy of the Manual Handling Code of Practice and seek assistance from a professional if needed				

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L	Occupational Health Controls	<ul style="list-style-type: none"> <input type="checkbox"/> If there is any likelihood of persons sustaining prolonged exposure to noise or dust, seek professional advice <input type="checkbox"/> Establish if it is likely that asbestos is present within the church property. If not, no further action is needed <input type="checkbox"/> If you have cooling system see that regular maintenance is carried out 				
M	Control of Hazardous Substances	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a list of hazardous substances that may be kept on the premises. See the <i>Hazardous Substances Inventory (Attachment 19)</i> <input type="checkbox"/> Obtain <i>Safety Data Sheets SDS Information (Attachment 20)</i> from the suppliers for any hazardous substances identified (eg. photocopier and printer toner, cleaning chemicals) <input type="checkbox"/> Maintain copies of SDS's centrally and at point of use of product 				
N	Contractors	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a <i>Register of Contractors (Attachment 13)</i> that lists all the contractors you use <input type="checkbox"/> Provide a copy of the WHS Policy document and Safety Rules to all contractors performing work on church property <input type="checkbox"/> Seek information from contractors in accordance with Module 44 <input type="checkbox"/> Show contractors the asbestos register if applicable 				
O	Electrical Installations and Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure electrical contractors comply with contractor's equipment requirements above <input type="checkbox"/> Check that property is fitted with a residual current device (RCD) at the switchboard <input type="checkbox"/> Where there is no RCD ensure portable electrical equipment is protected by a RCD at the power socket 				

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P	Working at Heights	<input type="checkbox"/> Identify the existence of any fragile roofing material and ensure unqualified persons are not permitted to access <input type="checkbox"/> Erect warning signs in accordance with WHS Regulations <input type="checkbox"/> Identify any danger of falls that exist (eg. changing globes at height) and provide suitable safety equipment and ensure its use in accordance with WHS regulations				
Q	Notification	<input type="checkbox"/> Report worker injuries and the existence of dangerous occurrences to the appropriate Government Authority				
R	Rehabilitation	<input type="checkbox"/> If an employee is absent due to a work related injury for more than 7 days, refer matters to the Workers Compensation Authority or Claims Agent to ascertain your rehabilitation responsibilities				
S	Documentation	<input type="checkbox"/> Establish an WHS file and keep in it details of all WHS initiatives, training records, and WHS meeting minutes <input type="checkbox"/> Annually complete a new copy of this audit tool <input type="checkbox"/> All WHS documentation should be reviewed at regular intervals in consultation with interested parties and re-issued				
T	Penalties	<input type="checkbox"/> Annually remind all employees, leaders and voluntary workers of their responsibilities and likely penalties for non-compliance. On-line WHS training is available on the Baptist Insurance Services website				