



**Little Flower Church Kedron**  
Parish of St Thérèse and St Anthony  
*In the care of the Franciscan Friars*

## **WORK PLACE HEALTH AND SAFETY**

### ***Policy***

It is the policy of the Kedron Catholic Parish that each of its Parishioners, employees, volunteers and visitors shall be provided with a safe and healthy environment in which to work. To achieve this policy, the Parish Priest and his delegates, such as Parish Groups, will make every reasonable effort to minimise the risk of injury by implementing safety rules and procedures. This is in accordance with the Workplace Health and Safety Act and Regulations and the Mission Statement of Kedron Parish Community.

It is our policy to carry out all activities in such a way that the health and safety of all within our Parish Community is not comprised.

In order to support this Policy the Parish Priest, as the representative of the Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane, will ensure that the Parish:

- Complies with all relevant workplace health and safety legislation and statutory requirements, Advisory and Australian Standards and Industry Standards.
- Promotes health and safety awareness and the development of safe work procedures.
- Provides and encourages the use of personal protective equipment.

Parishioners, volunteers, contractors and visitors for their part, are expected to:

- Be accountable for their own actions and to willingly co-operate in making the Parish environs a healthy and safe workplace.
- Observe and practise safe work methods.
- Wear appropriate personal protective equipment.
- Report any unsafe work condition or equipment.
- Report any injuries or near misses.
- Avoid actions that have the potential to place at risk their health and safety or that of any other person at the workplace.

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## **WORKPLACE HEALTH AND SAFETY CHECKLIST**

Kedron Catholic Parish – Parish Office – Parish Hall - Parish House

This is a checklist of items that have day to day significance in workplace health and safety and workplace health and safety practices. This checklist should be completed annually by a Workplace Health and Safety Officer or by a Parish representative.

Items that are identified as 'non-compliant' have the potential to place a person at risk. The Parish needs to consider each such item in the report, make its own risk assessment and as needs be, determine an appropriate course of action to remedy the situation over time.

The checklist covers but is not limited to:

- Outdoor areas
- General
- Fire (ie. Church, Parish Office, Parish Hall)
- Chemicals (ie. kitchens, laundry, cleaners room)
- Hazard/Incident Notification Form (Reported Hazards/Incidents/Injuries)
- First Aid Kits
- Electrical Safety Switches
- Manual Tasks
- Security
- Health, Hygiene and Amenities
- Food Safety
- Hot Water Supply
- Asbestos
- Back-up documentation required to be kept at the office
- Workplace Health and Safety
- Workplace Health and safety Policy
- Workplace Harassment
- Workplace Rehabilitation
- Safety Agreement by Contractors
- Child Safety
- References

We thank you for your respect of this policy.



Fr Stephen Bliss ofm  
Parish Priest

**OUTDOOR AREAS**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Are gardens neat and tidy			
Are carparks, roads and path ways in good condition and free from obstructions			
Are gates/entrances secure			
Does landscaping obscure any views or present any hazards			

**GENERAL**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Passageways kept free of obstructions			
Floor surfaces even, in good condition and have non slip coverings			
Stairs and risers in good repair, hand rails fitted and in good condition			
Adequate and convenient racks, shelves available for storage, and in good condition			
Commonly used and heavy items stored between mid thigh and shoulder height			
Safe access to high storage areas/shelves			
Bins located at suitable points and emptied regularly			
Screen based equipment positioned to reduce glare from windows and lighting			
Appropriate adjustable furniture and equipment available			
Adequate illumination provided			
Light fittings clean and in good condition			
Suitable ventilation supplied where required			
Height of workstation adjustable to suit workers			
Tools and equipment within easy reach of user at workstation			
Chairs well designed and adjustable, sufficient leg room available			
Names of WHSO (s) clearly displayed			
Names of WHSR (s) clearly displayed			
Names of all emergency personnel displayed			

**FIRE (ie. Church, Parish Office, Parish Hall)**

Criteria	Compliance Yes	Compliance No	Action
Fire Evacuation Floor Plan & Site Plan displayed in each of the respective buildings on site			
Shortest paths to Exits marked on each building floor plan			
Site Plan shows all buildings			
Site Plan show Assembly Area to be used in an emergency			
Fire Evacuation Emergency Procedures prepared for each building			
Fire Evacuation Emergency Procedures displayed with Fire Evacuation Floor Plans			
Staff aware of Fire Evacuation Floor Plan and Fire Evacuation Emergency Procedures			
Fire alarms/evacuation drills carried out regularly (1 py to comply with regulations)			
New staff members instructed in fire alarm/evacuation procedures within 1 month of commencing work (this is a legislative requirement)			
Designated Assembly Areas are clearly identifiable			
Staff instructed annually of location of & use of fire extinguisher, hose & blanket			
Easily accessible fire extinguishers in each building, checked regularly by a certified person/company, & current			
Staff received training in use of fire extinguishers			
Fire blanket is easily accessible where required ie. in each kitchen & Presbytery			
Exit signs clearly marked & fitted at each emergency Exit of the building			
Are Exit signs:			

<ul style="list-style-type: none"> <li>• Hard wired</li> <li>• Battery operated</li> <li>• Regularly checked by a certified person / company</li> </ul>			
Exit doors easily opened & clear of obstructions			
Emergency lighting in each building & checked by a certified person / company			
Smoke detectors installed in each building			
<p>Are Smoke Detectors:</p> <ul style="list-style-type: none"> <li>• Hard wired</li> <li>• Interconnected</li> <li>• Battery operated</li> <li>• Connected to a fire panel</li> <li>• Connected to a fire alarm to the Qld Fire &amp; Rescue Service/Security Company</li> </ul>			
Detectors tested by a certified person/company regularly			
Records of tests kept for inspection			

**CHEMICALS (ie. Kitchen, Laundry, Cleaners Room)**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Material Safety Data Sheets (MSDS) for all chemicals on site			
Staff read the MSDS when provided			
Current copies of MSDS in office/available			
Are there any chemicals on site that are deemed 'hazardous and/or dangerous' substances/risk assessment undertaken			
All chemicals in appropriate containers and correctly labelled			
Are risk assessments completed for products which are classified as a hazardous substances/dangerous goods			
If PPE is a requirement of MSDS then is the appropriate PPE supplied and maintained			
Staff aware of first aid procedures required for chemicals on site			

**HAZARD/INCIDENT NOTIFICATION FORM: (Reported Hazards/Incidents/Injuries)**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
All identified hazards reported on a hazard report form			
Hazard Reports recorded in a Accident/Incident Register			
Has a risk assessment been completed for each identified hazard			
Are staff trained in risk assessment			
All workplace health and safety incidents recorded on a Incident Notification Form			
Follow-up action taken to ensure hazard has been eliminated/controlled			
All serious bodily injuries, injuries and/or dangerous events reported and recorded on appropriate forms ie. internal incident notification form, etc			
Staff aware of the need to report all serious bodily injuries to the Division of Workplace Health & Safety in the appropriate time on incident notification form 3			



**FIRST AID KITS**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
A clearly labelled and easily accessible First Aid Kit supplied in: <ul style="list-style-type: none"><li>• Church</li><li>• Parish Office</li><li>• Parish Hall</li><li>• Other facility and/or service on the complex</li></ul>			
First Aid Kits kept adequately stocked and within use by date			
Designated current First Aid Officer on site			
The following contact details displayed near phone used in emergencies including in Presbytery <ul style="list-style-type: none"><li>• Emergency Doctor</li><li>• Nearest Medical Centre</li><li>• Nearest Hospital Emergency</li><li>• Poisons Information (13 1126)</li></ul>			

### ELECTRICAL SAFETY SWITCHES

Criteria	Compliance Yes	Compliance No	Action
Is there an electrical safety switch/es installed on the power supply to each building on site			
If NO, nominate the building/s not protected by an electrical safety switch			
Are installed electrical safety switches tested and documented as required by legislation (ie. every 12 months)			
Is there testing and tagging as required of electrical appliances, extension leads and electrical power boards ( <i>This is necessary even if these are protected by an electrical safety switch on site as any of these could be moved to a location not protected by an electrical safety switch</i> )			
Broken plugs, sockets or switches, damaged or frayed cords or leads present			
No piggyback plugs or double adaptors used			
Outside power outlets protected by safety switches, or portable safety switches used			
Installed safety switches tested using in built test button at least at 6 monthly intervals			

## MANUAL TASKS

Criteria	Compliance Yes	Compliance No	Action
Staff have received manual tasks training (view training records)			
Copy of the 'Manual Tasks Code of Practice' available in office			

## SECURITY

Criteria	Compliance Yes	Compliance No	Action
Policies and Procedures for staff relating: <ul style="list-style-type: none"><li>• Personal Security</li><li>• Building Security</li></ul>			
External doors of all buildings at the workplace/s fitted with dead locks			
Sensor lights fitted to buildings occupied during the hours of darkness			
Adequate evening Lighting: <ul style="list-style-type: none"><li>• At security access points</li><li>• Pathways</li><li>• Entrances</li></ul>			
Security grills fitted to all buildings: <ul style="list-style-type: none"><li>• Doors</li><li>• Windows</li></ul>			
Personal staff security alarm fitted in office			
Procedures for banking monies varies on a regular basis			
Private security company patrols complex or site after hours			
Electronic security alarm system connected to a private security company for buildings on complex or other site			

**HEALTH, HYGIENE and AMENITIES**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Adequate toilets and amenities provided			
Liquid soap and paper towels supplied			
Adequate hand washing facilities kept in a hygienic manner			
Drinking water available			

**FOOD SAFETY**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Does catering for functions occur on site			
Staff trained in safe food preparation and handling (site training records)			

**HOT WATER SUPPLY**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Water temperature control valve fitted at each water system and temperature set at 45 degrees			
Water temperature checked regularly			

**ASBESTOS**

<b>Criteria</b>	<b>Compliance Yes</b>	<b>Compliance No</b>	<b>Action</b>
Has an Asbestos Audit been completed			
Is Asbestos known to be on site			