



**Forest Lake
Baptist Church**

Work Health and Safety Manual

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Introduction to this Manual

This Work Health and Safety (WHS) Manual has been developed for the use of Forest Lake Baptist Church. It is based on the Qld Baptist Church Work Health & Safety Guidance for Churches 2017, localised to reflect the operation of Forest Lake Baptist Church.

As a volunteer organisation Forest Lake Baptist Church health and safety procedures contained in this manual recognise the part time nature of attendance and use by the Church as a Tenant of the Forest Lake State School facilities. Forest Lake Baptist Church relies significantly on resources provided by Forest Lake State School, particularly in areas of asset management, equipment maintenance and inspection and emergency procedures and training.

Acknowledging Church Leader responsibilities for health and safety, the procedures contained in this manual are intended to be consistent with Qld Baptist Church guidance while reflective of Church operating environment and capability.

Policies

Work Health and Safety Policy

Forest Lake Baptist Church is committed to ensuring the health and safety of all persons affected by our operations.

Our Church applies quality and safety standards that have been established to protect those attending our various Church Services, attendees at various Ministries, our Pastors and employees, and any contractors. The philosophy of our Church is to ensure that our activities are undertaken safely, with a high level of integrity and quality.

This is achieved by maintaining a Safety Program, which covers the activities of our operations.

Forest Lake Baptist Church has the objective of eliminating work-related injury and illness by:

- Providing adequate resources to ensure that proper provision can be made for health and safety.
- Conforming to legislative requirements, being the Act, Regulations or Codes of Practice;
- Carrying out and periodically reviewing risk assessments;
- Reviewing controls to ensure they remain effective;
- Providing and maintaining a work environment without risks to health and safety;
- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work;
- Ensuring the safe use, handling and storage of plant, structures and substances;
- Providing adequate facilities for the welfare at work of workers in carrying out work on behalf of Forest Lake Baptist Church, including ensuring access to those facilities;
- Providing any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out on behalf of Forest Lake Baptist Church;
- Ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the organisation; and
- Establishing measurable objectives and targets to chart our progress.

The church has appointed a "Responsible Officer" (i.e. the Church Secretary and Operations Coordinator) to oversee the implementation of this policy on behalf of the church but recognises that working within this policy is everyone's responsibility. We request the personal cooperation and commitment of people attending and/or working within our Church, whether they are staff, members, or the congregation to help us achieve our "Zero Harm" objective.

Please abide by our safety rules and report unsafe conditions. Also, be involved and committed to a continuing program that will ensure a safe, healthy and hygienic environment for everyone. Your contribution is valued.

Rehabilitation Policy

Forest Lake Baptist Church recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace.

Forest Lake Baptist Church leadership is committed to:

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice;
- Ensuring suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited;
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality;
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them;
- Complying with legislative obligations with respect to the standard for rehabilitation;
- Adopting a multidisciplinary approach to rehabilitation as required; and
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

Workplace rehabilitation procedures have been developed to support this policy. The procedures define key terms, describe key roles and outline steps in the return to work process.

Bullying and Sexual Harassment Policy

Forest Lake Baptist Church is committed to fostering a positive workplace environment where people treat each other and the community with respect and where sexual harassment and bullying are unacceptable. Our Leadership, members and attendees will ensure that a culture of respect and appropriate behaviour is maintained.

Workplace Bullying

What is Workplace Bullying?

Workplace bullying (previously referred to as workplace harassment) is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening whether intentional or unintentional. Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include, but are not limited to abusive, insulting or offensive language or comments, withholding information that is vital for effective work performance, setting unreasonable timelines or constantly changing deadlines, spreading misinformation or malicious rumours and changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

Types of behaviour that aren't considered workplace bullying include:

- **One-off Incidents:** A single incident of unreasonable behaviour is not considered to be workplace bullying; however it may have the potential to escalate and will not be ignored.
- **Workplace Conflict:** Differences of opinion and disagreements are generally not considered to be workplace bullying. People can have differences and disagreements in the workplace without engaging in repeated, unreasonable behaviour that creates a risk to health and safety. However, in some cases conflict that is not managed may escalate to the point where it meets the definition of workplace bullying. Workplace conflict will be managed on a case by case basis to support our aim to promote a culture of mutual respect.
- **Reasonable Management Action Taken in a Reasonable Way:** Forest Lake Baptist Church, through the Ministry Council, may take reasonable management action to direct and control the way work is carried out. It is reasonable to allocate work and give feedback on a worker's performance. These actions are not considered to be workplace bullying if they are carried out lawfully and in a reasonable manner, taking the particular circumstances into account.

Preventing Workplace Bullying

Forest Lake Baptist Church aims to prevent instances of workplace bullying by:

- Instilling a team culture;
- Defining and enforcing standards of acceptable behaviour;
- Implementing effective consultation and communication strategies;
- Promoting positive leadership styles and providing support to staff in leadership positions; and
- Providing training to staff and leaders.

Sexual Harassment

Forest Lake Baptist Church is opposed to sexual harassment in any form. Workers, Members and the Congregation should be able to operate in an environment free of any behaviour considered to be sexual harassment regardless of the sex, sexual orientation or gender identity of the parties.

What is Sexual Harassment?

If a person subjects another person to:

- An unsolicited act of physical intimacy;
- Makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person;
- Makes a remark with sexual connotations relating to the other person; and / or
- Engages in any other unwelcome conduct of a sexual nature in relation to the other person; and
- The person engaging in the conduct does so with the intention of offending, humiliating or intimidating the other person or in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment include physical contact such as patting, pinching or touching in a sexual way, unnecessary familiarity such as deliberately brushing against a person, sexual propositions, unwelcome and uncalled-for remarks or insinuations about a person's sex or private life, suggestive comments about a person's appearance or body, offensive telephone calls and indecent exposure.

Sexual harassment does not have to be repeated or continuous to be against the law. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

Sexual interaction, flirtation, attraction or friendship that is consensual and invited, mutual or reciprocated by consenting adults is not considered to be unwelcome and therefore is not considered sexual harassment. However, Forest Lake Baptist Church may respond to instances such as these to ensure that such conduct does not create an unpleasant and sexualised environment for other persons.

Preventing Sexual Harassment

Forest Lake Baptist Church aims to prevent instances of sexual harassment by:

- Discouraging any behaviour that is sexist or potentially offensive to others;
- Implementing effective consultation and communication strategies;
- Providing training to staff and leaders;
- Supporting bystanders to take action against sexual harassment; and
- Enforcing appropriate standards of conduct including outside of the ministry event.

Identifying Workplace Bullying and Sexual Harassment

Instance of workplace bullying or sexual harassment may be identified and reported by those subject to the behaviour or by witnesses. Forest Lake Baptist Church may become aware of these issues through the following:

- Direct reporting;
- Consultation with people;
- Monitoring internal statistics such as incident reports, workers' compensation claims, absenteeism and staff turnover to identify sudden changes or patterns; and
- Monitoring areas where issues have arisen in the past.

Responding to Bullying and Sexual Harassment

Forest Lake Baptist Church will treat reports of bullying and sexual harassment seriously. We will respond promptly, impartially and confidentially. A person can raise or report bullying or sexual harassment verbally or in writing by informing the Ministry Council or Pastoral Team.

Where possible Forest Lake Baptist Church will manage instances of bullying and sexual harassment in line with the provision of the Church Constitution.

Evaluation and Review

Forest Lake Baptist Church will evaluate the effectiveness of this procedure through the monitoring of any complaints made and how successful the resolution is.

Records

Records of all complaints will be undertaken in a systematic manner that ensures the privacy of both the person making the complaint and the person that the complaint is about is maintained. These records will include the initial written complaint as well as a summary of what action was taken, meetings held and if the matter was successfully resolved. They will be held in a confidential manner by the Church Secretary.

WHS RESPONSIBILITIES

Forest Lake Baptist Church, as a Person Conducting a Business or Undertaking (PCBU) has an obligation to ensure, so far as is reasonably practicable, the health and safety of workers and others accessing its services or facilities.

Forest Lake Baptist Church will meet its obligation by:

- Assessing and eliminating risks to health and safety, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable;
- Providing and maintaining an environment without risks to health and safety;
- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work;
- Ensuring the safe use, handling and storage of plant, structures and substances;
- Providing adequate facilities for the welfare at work of workers in carrying out work on behalf of Forest Lake Baptist Church, including ensuring access to those facilities;
- Providing any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out on behalf of Forest Lake Baptist Church; and
- Ensuring that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business.

Officers of Forest Lake Baptist Church (i.e. the Ministry Council as per the Constitution)

'Officers' of Forest Lake Baptist Church are responsible for the health and safety of workers, contractors and visitors. This responsibility is to be ranked equally with other operational considerations. The Officers will maintain standards of health and safety as is practicable within a volunteer, community organisation, to ensure the Church's legislative obligations are met.

The Officers will ensure that appropriate measures are implemented across all areas of the Church to ensure achievement of safety objectives. The Officers will hold Ministry Leaders accountable for health and safety matters. Officers will ensure hazards are controlled through the process of identification, assessment, control, evaluation and monitoring. These responsibilities will be best achieved through consultation, thus facilitating involvement and cooperation.

The Officers will exercise due diligence to ensure the Church complies with legislative and regulatory requirements. This includes:

- Acquiring and keeping up to date knowledge of health and safety matters;
- Understanding the nature of operations and the inherent hazards and risks;
- Ensuring adequate resources and processes are available and used;
- Ensuring a process is in place to become aware of and action in a timely way, information regarding incidents, hazards and risks; and
- Ensuring that internal procedures are in place to comply with legislative and regulatory requirements.

The Officers will be responsible for:

- Allocating resources for the implementation of health and safety systems;
- Discussing health and safety at meetings;
- Implementing health and safety systems and ensuring that documentation and the procedures in it are kept up to date (policy or organisational changes)

recommended or considered necessary for the operation of the safety system will be at the discretion of the Ministry Council); and

- Conducting an annual review of our health and safety policy for adequacy and relevance.

Workers of Forest Lake Baptist Church

The term “workers” applies to individuals who undertake tasks on behalf of Forest Lake Baptist Church to assist it to achieve its stated objectives – whether in a paid or voluntary capacity. This includes pastors, ministry leaders, ministry participants, etc.

Workers under State Legislation also have a legal obligation to protect their own health and safety and to avoid wilfully jeopardising the health and safety of any other person.

Workers responsibilities are to:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply with safe working practices to ensure work is performed in a safe manner within the extent of their control over the situation;
- Assist with the preparation of safety policies or procedures by contributing their ideas and experience to proposed control measures;
- Report immediately to the appropriate person unsafe acts, practices or conditions whether resulting in an injury or not. Alternatively, and if within their authority to do so, to correct the unsafe acts, practices or conditions observed;
- Cooperate with incident investigators and assisting them in identifying incident causes;
- Actively participate in meetings or other consultative arrangements in place.

Who is a ‘Worker’?

A person is a worker if the person carries out work in any capacity for the Church including work as:

- A pastor;
- An employee;
- A contractor or sub-contractor; or
- A student gaining work experience; or
- A volunteer.

Contractors / Sub-Contractors

Forest Lake Baptist Church will rely on Forest Lake School contractors for support relating to building maintenance and repair. Such work will be arranged through the School with the Church reliant on School contractor management processes to ensure appropriate safety and compliance.

Ministry leaders may arrange procurement of minor goods and services direct as required for church activities in line with the approved Finance Policy. Typical purchases may include:

- services for activities e.g. music,
- children’s activities such as jumping castles, face painting,
- maintenance of church equipment e.g. electrical appliances.

To ensure appropriate levels of safety the Church will use licenced tradesmen and operators and require operators to provide risk assessments for all children’s activities.

RISK MANAGEMENT

Risk is the exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing or not pursuing a particular course of action.

The variety of activities and participants exposes the church to risk. Risk Management is the process by which risks are identified, evaluated and controlled. The Church will apply the Risk Management process (derived from Australian Standard AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines to address including:

- Identify Risks - identify where, when, why and how events could prevent, degrade, delay, or enhance the achievement of organisational goals.
- Analyse Risks - identify and evaluate existing controls. Determine consequences and likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur
- Evaluate Risks - compare estimated level of risk against the pre-established criteria and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.
- Control Risks - develop and implement cost-effective strategies and action plans for increasing potential benefits and reducing potential costs
- Monitor and Review - monitor the effectiveness of all steps of the risk management process and provision of feedback for improvement of the process.

Local risks associated with an activity are identified so that activities are made as safe as possible.

Risk Assessment may be completed using the Risk Assessment form at Appendix B

Commitment

Forest Lake Baptist Church is committed to reducing risk in the rented School buildings and activities through:

- Good housekeeping and planning;
- Encouraging its workers to be aware of risk and to seek to reduce it;
- Regular internal review of its environment;
- Periodic external review; and
- In collaboration with the School's Facility Manager or similar role.

Definitions

Risk Management: is the process of identifying, assessing and controlling hazards, with follow up reviews establishing the effectiveness of controls.

Risk Assessment: performed at the commencement of a contract, when performing a new job or when new hazards are identified. Risk assessments must be documented; this may be in a diary note or on the **Risk Assessment Form**.

Risk assessments may only take 60 seconds or may take longer requiring the completion of a Safe Work Method Statement.

Hazard: something with the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

Risk: The possibility that death, injury or illness might result because of the hazard.

Control Measures: measures put in place in order to eliminate or manage the exposure to identified risks.

RISK MANAGEMENT PROCESS

Identify the Risks

Church activities and operations can potentially encompass a wide range of possible risk exposures. It is therefore helpful to breakdown exposures into various categories, or types, of risk and consider possible risks within each of these in turn.

Though risks could be categorised in many ways, some typical examples of risk categories are set-out below to help you start:

Risk Category	Examples of risks included:
People	Risk of injury or harm to workers (including employees and volunteers) congregation members and the general public. WHS/OHS matters form part of this risk category
Property	Risk of damage or impairment to church buildings and other physical assets. Could include risk of fire, flood and storm. Could include vandalism, graffiti etc.
Professional	Breach of copyright, error in advice, inappropriate counselling
Public Liability	Risk of injury or damage to people on church property, participants in church events, consumers of food from church cafes, trades people
Transport	Risks associated with use of church buses and cars, transporting people in private vehicles, transporting church goods.
Social Media	Risk of abuse, slander or vilification via internet
Governance	Risk of church failure, reputation, compliance with regulations, poor business practices

Risks can be identified by observation and judgement, involving as wide a cross-section of church stakeholders in the process as is practicable. Some examples of specific techniques that might be considered include:

- Walk-through survey of School grounds and property applicable to the access spaces for Forest Lake Baptist Church;
- Brainstorming with church stakeholders to identify what could go wrong with specific activities, events or assets;
- Reviewing incident records maintained by the church;
- Reviewing manufacturers' instructions;
- Using specialist risk practitioners where necessary; and
- Asking the Baptist Insurance Services for advice or assistance.

To help people identify risks and understand their consequences, the following questions might be helpful:

- What is the worst thing that could happen? What could develop?
- What has happened in the past?
- What has happened elsewhere (in this area, or in churches elsewhere)?
- What uncertainties are there? What are we unsure of?
- What needs to go right?
- What if our decision is wrong?

- What might be an alternative or opposite view?
- What if a (defined) incident actually occurred?
- What would the community expect of us?

Assess the Risks

Once the church's risks have been identified, the next step is to assess the level of risk involved with each risk and to evaluate each in terms of their relative priority. This evaluation should be undertaken taking into account any existing controls that are in effect.

The assessment and evaluation stage is based on the concept that risk severity is determined by reference to two key factors: likelihood (chance of a risk arising) and consequence (potential impact of a risk should it occur). Combined, these two factors produce the level of risk associated with a particular circumstance. A significant level of risk could occur from an event of low likelihood and high consequence or from an event of high likelihood or moderate consequence.

Likelihood of Risk

Likelihood factors attempt to measure the frequency with which events might be expected to occur, taking into account the effectiveness of existing control measures. The following table contains examples of likelihood values used within different churches or activity types.

Likelihood Factors and Values

Factors	Example Values	
Almost certain	Expected to occur in most circumstances	Almost certainly more than twice per annum
Likely	Expected to occur occasionally (more than 50% of time)	Once or twice per year
Possible	Expected sometimes (less than 50% of time)	Once every 2-3 years
Unlikely	Occurs only in unusual circumstances	Once every 5-10 years
Rare	Possible but not expected to occur	Less than once every 10 years

It is important that *relevant* likelihood factors are adopted for both whole of church and individual activity risk analyses. They should be agreed and understood by the church community to be the appropriate measures for the church and/or activity being assessed and that they are consistently applied to similar activity types.

The likelihood or expected frequency of occurrence should be expressed in terms that enable effective distinction between frequently occurring and seldom occurring events.

Consequence of Risk

Consequence factors consider the impact of events, should they occur. In considering impact, the effectiveness of existing control measures should be taken into account. The following table contains examples of consequence factors and values used within different churches or activity types.

Consequence Factors and Values

Factors	Example Values		
	Injury	Reputation	Financial
Extreme	Death	Sustained negative national media coverage	5% of value of own funds
Major	Extreme / Permanent Injuries	Major negative state media coverage	2% - 5% of own funds
Moderate	Medical Treatment	One off state media or sustained local media coverage	1% - 2% of own funds
Minor	First Aid	One off digital media TV or newspaper coverage	0.5% - 1% of own funds
Insignificant	No Treatment Necessary	No reputational impact	Less than 0.05% of own funds

Other values that might be considered could include: property loss dollars, activity interruption, legal and compliance impacts, and environmental impacts.

Some churches use a single value type for consequence while others consider multiple values. Values may vary according to the types of activity being assessed. For example, when looking at church strategic issues, multiple measures are more likely to be relevant while a youth group activity may only be concerned with physical injury.

What is important is that the factor(s) used are agreed and understood by the church community to be the appropriate measures for the church and activity being assessed and that they are consistently applied to similar activity types.

Risk Evaluation

Once likelihood and consequence values have been determined for a particular activity, the risk rating can be determined as the intersection of the 2 values, using a matrix similar to the one below. The intersection shows the "seriousness" of each event and points to where action should be prioritised to either reduce the consequence or the likelihood or both. For example, events determined to have a risk rating of "high" will require immediate action, while those determined to be "low" may simply be monitored. The example shows 3 ratings: High, Medium and Low.

Risk Matrix

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Almost certain	Medium	Medium	High	High	High
	Likely	Low	Medium	Medium	High	High
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

The Church will take the actions required for the different risk ratings, including communication and escalation requirements, frequency of reporting and priority of risk treatment (remediation) activities as defined below.

Risk Rating	Escalation and Communication
High	Immediate escalation to the Ministry Council; active remediation activities in place; regular frequent (weekly) monitoring
Medium	Ministry Council advised; active remediation plans in place; regular (monthly) monitoring as part of existing meetings
Low	Ministry Council and/or Ministry group monitoring; lower priority remediation activities

Control the Risks

The assessment and evaluation of risks leads directly to risk remediation or the need to control risks. Control measures can be recorded on either the **Church Risk Assessment (Register)** tool or the **Activity Risk Assessment** tool. It is important to identify when and by whom chosen control measures are to be implemented.

Risk treatments will depend on the underlying causes of an event and also any factors that might influence the proposed treatment (remediation) option chosen. In determining the mix of actions / controls necessary to treat risks, the following options should be considered.

Risk Treatment Options

Treatment Option	Option Description
Avoid the risk	Change processes or objectives so as to avoid the risk
Change the likelihood	Undertake actions aimed at reducing the possibility of the risk occurring
Change the consequence	Undertake actions aimed at reducing the impact of the risk
Share / transfer the risk	Transfer ownership and liability to a third party, e.g. insurance
Retain the risk	Accept the impact of the risk

Once it has been decided that a risk is to be treated or controlled (any of the first 3 steps above) the following hierarchy of control table can be used to help determine the mix of control measures that might be utilised in a treatment plan. Preference should be given to the types of control measures higher in the hierarchy, e.g. eliminating a risk is preferable to providing a worker with Personal Protective Equipment

Hierarchy of Control

Eliminate or Control	General Description
Eliminate the risk	The best way to control a hazard is to remove it entirely e.g. Remove the hazard by removing unsafe equipment or ceasing to perform a particular task.
Substitute the risk	Look for another way of performing the work e.g. Use a less caustic cleaning substance or a safe piece of equipment.
Isolate the risk / use engineering controls	Physically change the workplace or equipment being used. E.g. Isolate the task through distance or use a guard or modify a piece of machinery to automate a process.
Use administrative controls	Explain to people how to do the task properly. E.g. Introduce a written work procedure and train people performing the task.
Use personal protective equipment	The least desirable control measure. Use appropriately designed and properly fitted equipment and clothing.

Chosen risk treatment and control options should be recorded on the risk register together with details of who is responsible for implementation of the control and by when it is required.

The actions and dates on the register should be used to monitor progress in implementing more effective control environment.

Monitor and Review Control Measures

Control measures should be reviewed periodically to ensure anticipated benefits are being derived. Within the Forest Lake Baptist Church environment formal review is unlikely. Ongoing review of activities will be undertaken to ensure satisfaction that risk measures are effective. Forest Lake Baptist Church will maintain a Hazard record through the Minutes of Ministry Council for reporting and monitoring of action taken in relation hazards.

Risk Assessment may be completed using the Form at Appendix A.

WHS CONSULTATION

A fundamental principle of health and safety is consultation. Forest Lake Baptist Church encourages workers and volunteers to raise safety concerns, to report hazards and incidents and to participate in the development of appropriate controls.

Church workers and volunteers may report safety concerns, hazards and issues to the Operations Coordinator, Church Secretary or a Pastor. Ministry Council will review the concerns at least monthly and take appropriate action to address issues raised.

Matters of a significant nature will be referred to the Ministry Council and feedback on outcomes will be provided back to Church members if required.

EMERGENCY RESPONSE PROCEDURES

As a volunteer organisation, Forest Lake Baptist Church relies on the emergency infrastructure and response systems established by the Forest Lake State School including fire alarms, extinguishers and sprinkler system and training.

The need to evacuate may be alerted by:

- school management,
- emergency response personnel, or
- Church leaders where an immediate threat to the safety of people is evident.

Evacuation Procedures

In the event of an emergency, the Forest Lake Baptist Church will evacuate in accordance with the Forest Lake State School Evacuation Procedure at Appendix A.

Persons are to evacuate to the designated Assembly Area and await instruction from the Area/Chief Warden or emergency services if in attendance. Persons are to remain at the assembly area until cleared to evacuate the facility altogether, or to return to the work area, as approved by the Chief Warden nor Emergency Services if the latter respond.

In the Assembly Area the Warden is to confirm those evacuated against any list or advice from persons who may have been present at the time of evacuation. Wardens are also to conduct a full sweep of the public areas of the building when it is safe to do so.

Responsibilities for Evacuation

Chief Warden (Pastor or Elder at applicable Service or Youth Leader for Friday nights)

The Chief Warden will liaise with any designated Area Warden/s regarding action and response requirements.

The Chief Warden is required to:

- Respond immediately to the nominated control point for the location;
- Ensure the emergency services have been notified;
- Promptly determine the cause of the alarm or raise the alarm if not already done;
- Form and maintain communications with staff in the area of origin and area wardens. When communications are unable to be established with the area wardens then you must assume an evacuation procedure;
- Determine if an evacuation is required and which areas are required to be evacuated;
- Determine if the designated path(s) of evacuation are safe and appropriate to the type of emergency. Communicate this to all persons present;
- Identify any mobility-impaired persons and arrange appropriate aid for these persons;
- Monitor the flow of evacuees to the designated Emergency Assembly Area(s);
- Ensure that an accurate log of actions is maintained;
- If safe to do so, ensure that a search commences for any persons that may not be aware of the evacuation i.e. toilets, storerooms, or other areas where noise may have prevented the evacuation signal from being heard;
- Evacuate to the Assembly Area and commence a head count (where possible);
- Liaise with Emergency Services personnel;

- When the above tasks are complete, arrange a debriefing of key personnel following emergencies requiring the initiation of this procedure. The debriefing should include a review of these procedures, documentation, compliance and actions.

Area Wardens

In Church Services and activities, the Worship Leader / Youth Leader / Elder is to take on the responsibility of Area Warden. All Pastors and those who act as Worship Leaders / Youth Leader / Elder are to be instructed accordingly. It is possible the Chief Warden will not be available e.g. after hours, so Area Wardens need to be fully aware of the emergency procedures.

Wardens are to:

- Ensure the physical evacuation of occupants is carried out in a safe and orderly manner;
- Familiarise themselves with the area in which they are working. Be aware of emergency exits and alternative escape routes. Know the existence of all blind work areas, wash and toilet areas;
- Know where all firefighting equipment is located and how to operate in the event of an emergency;
- Be aware of and assist impaired persons in their area;
- Communicate with the Chief Warden during an emergency. The Chief Warden is to be kept aware of all developments in the event of an emergency;
- Guide and assist general occupants to the designated exits and then to the nominated emergency assembly point area/s;
- Upon evacuation of all occupants, the area warden is to notify the chief warden of a completed evacuation, or if any occupants remain in the area;
- Will account for and remain with persons from their area once they have reached the assembly point;
- Not permitted to allow any persons to re-enter the building until the emergency services gives the all clear;
- Wardens to attempt to ascertain the whereabouts of any personnel not at the Assembly Area following an evacuation; and
- Notify the Chief Warden of persons remaining within the building or unaccounted for. If at any time during an emergency a warden is not available, one must be nominated.

Visitors

Visitors should follow instructions of the Area Warden or Church Leader. Members of the public attending a meeting are the responsibility of the person responsible for the meeting and should be directed to the Assembly Area. Visitors should not be used to action evacuations as they are untrained.

First Aid Personnel

The Church will endeavour to maintain up to three people trained as first aiders to ensure availability at most Church activities.

A first aid kit is held in the Church Storeroom at Forest Lake State School.

General Fire Emergency Response Procedures

Forest Lake Baptist Church emergency procedure is developed and managed by Forest Lake State School.

Specific procedures for fire and other potential emergency scenarios are detailed at Appendix A.

It is the responsibility of Forest Lake Baptist Ministry Council to ensure:

- Ministry Leaders are aware of emergency response requirements,
- Ministry Participants and the congregation are aware of their responsibilities in an emergency,
- Ministry Council to ensure that Wardens understand their responsibilities.

The table below summaries actions required in emergency that affect the Church.

Building Fire	<ul style="list-style-type: none"> • Activate the fire alarm. • Call 000 for emergency services and follow advice. • Extinguish the fire (only if safe to do so). • Report the emergency as soon as possible to the School Principal. • Evacuate to Kauri Place and school Oval closing doors and windows. • Check workers and visitors are accounted for.
Intruder	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the matter as soon as possible to the School Principal. • Do not do or say anything to the person to encourage irrational behaviour. • Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
Bomb or substance threat	<ul style="list-style-type: none"> • Call 000 for emergency services and seek and follow advice. • Report the threat as soon as possible to the School Principal. • Do not touch any suspicious objects found. • If a suspicious object is found or if the threat specifically identified a given area, evacuation building <p>If a bomb/substance threat is received by telephone:</p> <ul style="list-style-type: none"> • Do not hang up. • If possible fill out the bomb threat checklist while you are on the phone to the caller. • Keep the person talking for as long as possible and obtain as much information as possible. • Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and as soon as possible notify the School Principal.

Emergency Training

As Church leaders and staff may be required to perform the role of Area Warden during emergencies they are required to read the relevant section of this Manual each year following an AGM.

INCIDENT MANAGEMENT

All incidents are to be reported to the Operations Coordinator, Church Secretary or a Pastor using the Incident Report at Appendix B.

The Operations Coordinator, Church Secretary or a Pastor will ensure they are passed to the Ministry Council for recording and action.

Significant events including those listed above are to be reported to School administration by forwarding the completed incident report.

A Hazard and Incident Report will be maintained by the Secretary as part of the Minutes of Ministry Council. Major incidents will be investigated in accordance with procedures in this Manual.

Ministry leaders are to review minor incidents and advise on action required to the Operations Coordinator, Church Secretary or a Pastor.

WORKERS' COMPENSATION

Who can apply for Workers' Compensation?

Injured workers may apply for workers' compensation benefits if injured in the course of work.

Volunteer workers do not have access to Workers Compensation but can raise a claim to assist with medical expenses through the Australian Baptist Insurance Services Scheme if they are injured whilst working at the Church.

How to apply for Workers' Compensation

The injured worker may claim for compensation by:

- Advising the Church Secretary of injury and requesting a claim is raised,
- Submitting a claim direct to WorkCover,
- Direct claim lodgement by a treating medical practitioner at time of consultation

The Church Secretary will in consult with the worker to complete a **Claim Form** (available on the Queensland WorkCover website) and send it to WorkCover.

Payment of Wages

Forest Lake Baptist Church may pay sick or other accrued leave to a worker while the claim is being determined. Upon acceptance of a claim, leave will be reimbursed. If the claim is accepted, WorkCover Queensland will pay weekly benefits to workers directly.

For workers participating in a partially funded suitable duties program, Forest Lake Baptist Church will pay the worker at the normal rate for work performed and WorkCover Queensland pays a top up amount.

REHABILITATION

What Is Rehabilitation?

Depending on a person's injury, rehabilitation may include:

- Physiotherapy;
- Occupational therapy;
- Psychological counselling;
- Suitable duties programs;
- On-the-job training for new job skills; and/or
- Special assistance for serious injuries.

Forest Lake Baptist Church is committed to actively engaging in the rehabilitation of injured workers. Similar approaches may be considered for injured volunteer workers through the Australian Baptist Insurance Services scheme.

The Role of the Injured Worker

Responsibilities

- To apply for workers' compensation.
- To advise your doctor of the availability of workplace rehabilitation. To ask your doctor to identify the workers capabilities (if required).
- To actively participate in workplace rehabilitation and suitable duties programs.
- To maintain communication with the Church Secretary about relevant issues related to your compensation claim.

The Role of the Church Secretary in regards to Rehabilitation and Return to Work

The Church Secretary will provide general guidance on injury and return to work matters. Where an injured worker this will be provided in accordance with advice received from WorkCover. Should a worker require treatment the Church will arrange for treatment through providers recommended by WorkCover.

The Role of Pastor and / or Ministry Leaders

- To immediately notify the Church Secretary of injury either by phoning or emailing the injury report or WorkCover documentation.
- To actively assist the Church Secretary in identifying and coordinating suitable duties programs.
- To adjust workplace procedures and rosters to enable successful implementation of the suitable duties plan.
- To monitor the injured worker's progress in relation to suitable duties programs. To generally offer support and encouragement to any injured worker.

Suitable Duties Programs

To assist injured workers, recover alternative duties may be established as a means of providing a monitored and graduated return to normal duties. They are:

- Matched to the capabilities of the worker; and
- Time limited and regularly upgraded according to his/her level of recovery and treating medical doctor advice.

The following issues will be considered when choosing suitable duties:

- The worker's pre-injury duties, age, education, skills and work experience and nature of the incapacity;
- Any restrictions and limitations specified by the treating doctor, who must also document approval for all plans and amendments;
- The duties must be meaningful and have regard for the objectives of the worker's rehabilitation; and
- The duties will be reviewed on a regular basis and the program progressively upgraded, consistent with the worker's recovery.

Suitable Duties Programs may be:

- Funded by WorkCover Queensland. WorkCover Queensland continues to pay ongoing compensation to the worker at the rate they would receive if totally incapacitated; OR
- Partially funded by both the employer and WorkCover Queensland. Forest Lake Baptist Church pays the worker at the normal rate for work performed and WorkCover Queensland pays a top up amount.

MONITORING SAFETY ON THE SCHOOL PROPERTY

Forest Lake Baptist Church has a legislative requirement to ensure a safe environment for everyone who steps onto the leased property. This section contains important information on these responsibilities, and how they are maintained.

Commitment

Forest Lake Baptist Church is committed to ensuring the physical environment in and around the Forest Lake State School's property is safe for its workers and visitors. It will do this by:

- Considering the safety requirements pertaining to the property;
- Regularly reviewing safety issues associated with the buildings; and
- Committing to reduce the risk associated with identified hazards.

Building Access

Building Access is managed through Forest Lake State School. The Church will implement and comply with building security and access requirements as advised by the School.

Church Leaders are responsible to ensure facilities are secured and left safe in accordance with School requirements at the conclusion of each use.

Safety Inspections

Forest Lake State School will undertake periodic inspection of its facilities to ensure safety is appropriately maintained for both user behaviour and environmental safety. Results of inspection should be communicated to Ministry Council and any actions the School has taken to address identified deficiencies.

EVENT RISK MANAGEMENT

Special events may include community events, and Church picnics / BBQs, etc. These events invariably involve young and older people together with the frail. Forest Lake Baptist Church has an obligation to ensure that all workers, volunteers and visitors are safe for the duration of the event.

Events run by the Church require the appointment of an Event Convenor. The responsibility of the Event Convenor is to ensure that appropriate measures are taken to minimise the risk of harm to those attending the event.

An **Event Planning Checklist** is provided to assist the Event Convenor in the task of managing hazards and risks at Appendix C.

The precise arrangements for addressing health and safety will vary dependent on the size and nature of the event, however the main principles will remain the same. It is important to ensure, and document, that the following main points are addressed:

- The overall responsibility for the event is communicated;
- Individuals in control of aspects of the event are named and area of responsibility is clearly identified; and
- The manner in which health and safety risks associated with the event are to be addressed.

Event Risk Assessment

It is not necessary to risk assess every activity. Activities conducted regularly and in the same manner may be assessed once and the assessment used for repeat occurrences. For one off and special events a risk assessment is to be completed using the assessment format Appendix C.

Factors to consider when planning events include:

Safe Access

It is important that when you plan an event, you consider the age of the people likely to attend. Elderly people and the disabled cannot negotiate uneven ground safely. If you are inviting the public to your venue, consider the safety of everyone when planning the venue.

The Venue: Consider also the location of the venue. Are your visitors safe from traffic and waterways or other local hazards?

First Aid and Injury Management: You will need to have a person trained in first aid and have access to a first aid kit. You will also need to discuss what happens if a serious illness or injury occurs. How will the ambulance access the site?

Insurance: If third party entities are contracted to provide entertainment, for example, inflatable children's entertainment it is essential that evidence of public liability insurance be sighted and retained.

Accidents: All incidents are to be reported using the Incident Report form.

Evaluation of the Event: Event should be reviewed to identify Gaps in safety and measures required to address these. Irrespective of the size of the event the approach to be taken to managing health and safety issues is identical, however, the risks associated with the event will differ according to the type of activities involved.

Organisation: Responsibilities for managing the event should be clearly defined and communicated.

Those involved need to be made aware of their responsibilities and allocated tasks.

Persons arranging events should use the Appendix C as a guide to identify and control potential risks.

FOOD SAFETY

A charity or a non-profit community group that is selling or handling food is considered to be a food business under the Food Act 2006, and as such is required to meet food safety standards. This involves ensuring all food handled, sold or given away is safe and suitable for consumption and is compliant with the provisions of the Act and the Food Standards Code.

A 'food business' is defined as any activity that involves:

- The handling of food intended for sale; and / or
- The sale of food;

Regardless of whether:

- The business, enterprise or activity concerned is of a commercial, charitable or community nature; and / or
- The activity involves the handling or sale of food on one occasion only.

The only situation in relation to non-profit organisations, when compliance with the Act is NOT required, is when a person handles food at their own home, with the intention to give it away to a non-profit organisation, for that organisation to sell or give away.

Queensland Health have developed the following helpful guidance material:

- [Food safety in non-profit organisations - Guideline](#)
- [Food safety for fundraising events - booklet](#)
- [Donating Food Guidance Material](#)

All people handling food will:

- Wear disposable gloves;
- Prevent unnecessary handling of food by using tongs, spoons etc.;
- Wear clean clothes;
- Tie hair back away from face, or wear a cap;
- Wash hands with soap and water before handling food, and after going to the toilet, smoking, handling garbage, using a handkerchief or tissue, handling raw food, or handling any item that may contaminate the hands, e.g. money;
- Store all personal items such as clothes or bags away from food preparation surfaces;
- Keep cooked foods away from raw foods;
- Use clean utensils and cutting boards for different foods i.e. meats and fruit;
- Label packaged food with date that it was made, and ingredients that it contains;
- Protect displayed food from contamination by customer contact, e.g. touching, feeling, sneezing or coughing. Where practicable, it should be kept 1.5 metres from customers;
- Bacterial contamination is prevalent between 5 degrees and 60 degrees, so aim to keep foods requiring refrigeration below 5 degrees and hot food awaiting sale above 60 degrees. If a supplier is being used, ask them how they plan to control their temperature and what method they use to measure this control.

Supervision

Depending on the number of volunteers and tasks occurring, a supervisor or multiple supervisors should be appointed to oversee the activities on the day. Ensure there is at least one person with the responsibility to monitor safety nominated within their skill set to ensure tasks are performed safely.

MANUAL HANDLING

What is a Manual Task?

The definition of performing a manual task can be as broad as lifting a box to sorting and filing. Not all manual handling tasks are hazardous, but because many tasks we carry out in the workplace are repetitive, there is a higher risk of musculoskeletal injury.

A manual task is where you are required to lift, lower, push, pull, carry, hold or restrain something. Such tasks can include:

- Repetitive movement;
- Repetitive or sustained force;
- High or sudden force
- Sustained or awkward postures; or
- Exposure to vibration.

Workers should always seek assistance with any manual handling task that they feel they cannot do safely.

Guidelines for Lifting Weights

There are no standard rules relating to the lifting of loads. Any manual lifting that requires force, awkward or static postures or is repetitive contains some risk of injury. It is recognised that different individuals no matter what their age or sex, have differing physical capabilities.

Other factors that increase the risk of strains, sprains or other musculoskeletal disorders are:

- The posture, movement and force relating to the task;
- The distance the load is to be moved;
- The duration and frequency of the task;
- Workplace environmental conditions that may affect the task or the worker performing the task;
- The design of the work area and the layout of the workplace, e.g. whether the load is to be moved in a restricted space or on an uneven surface;
- The systems of work used;
- The nature, size, number of persons or things involved in carrying out the task; and
- The features of the load, e.g. whether it is compact or bulky, and the ease of gripping the load.

Redesigning the task and/or the use of mechanical aids that eliminate the need to lift are always preferred. If loads must be manually handled a risk assessment should be performed and control measures introduced. Control measures would include:

- Task redesign to modify the layout, work process, actions and forces;
- Introducing mechanical aids to extend reach, improve grip, raise height, support and move loads;
- Training and induction on correct lifting techniques;

- Rotating workers between different tasks, providing frequent breaks, and arranging
- workflows to avoid peak physical and mental demands towards the end of a shift.

Before Lifting

KNOW THE LOAD - weight, size, shape, grips of the object being lifted.

CHECK THE DISTANCE to be travelled. Ensure the path you will use is clear of obstructions.

TECHNIQUES - what lifting aids are available?

PREPARE THE AREA - remove obstacles & clean-up spills.

ARRANGE ASSISTANCE - if additional personnel or equipment is required, ensure it is organised before performing the task.

Consider the overall situation, examine the object to be moved, and if too big or awkward to move by yourself, then seek assistance.

Decide where and how you are going to hold the object. Know **where** and **how** you will let the object down.



10 POINTS TO FOLLOW WHEN LIFTING MANUALLY

1. Assess the load - get help if it is too heavy or awkward.
2. Make sure the pathway is clear.
3. Come in close to the load.
4. Place feet apart with one slightly in front of the other and relax the knees.
5. Lower the body.
6. Bend the knees and keep your back straight.
7. Tuck in your chin.
8. Get a firm grip on the load using the palm of your hand.
9. Raise your head, BREATHE in and lift the load by straightening the legs and move to desired location.
10. Lift and turn your feet



Heavy or Awkward Objects

If the object is too heavy for one person to lift, then use one of the methods below:

- Use mechanical aids, e.g. trolleys, forklifts, rollers, cranes, etc.; or
- Team lift. Ensure that where possible people are approximately same height. Nominate one person to be in charge of the lift.

Team Lifting

When team lifting ensure:

- There is enough people to safely perform the lift;
- Team members have similar physical capabilities and height;
- Team members know their responsibilities during the lift;
- A team member has been appointed as the leader to coordinate and plan the lift; and
- Effective communication is maintained during lift. Tell your partner where the load is going before you lift and nominate one person to coordinate the lift (i.e. ready, set, go!).

Stretching

Stretching can be an effective way to minimise muscular injuries. The types and extent of stretching exercises which should be attempted depends on individual characteristics, discuss with your Doctor or Physiotherapist especially if you have sustained a previous injury. When performing stretches:

- Don't bounce to intensify stretch, but instead slowly increase your stretch;
- Hold each position for about 20-30 seconds at stable resistance;
- Make sure to breathe slowly and rhythmically while stretching; and
- Stop if any pain occurs.

Alternative Methods of Lifting



Sometimes a load is simply too heavy to lift with one person. For these loads, we use team lifting and/or mechanical aids when available. Manual handling aids such as trolleys and ladders not only minimise the risk of injury, they allow a more efficient use of human resources. Ofcourse, when using any equipment as a means to lift, you need to make sure they are in good condition with all parts, such as brakes, etc., are in good working order, and that they are fit to take the load.

When introducing mechanical aids for lifting, adequate information, instruction, training and supervision is required to ensure that additional hazards and risks to workers are being introduced.

The **Hazardous Manual Tasks Code of Practice 2011** will provide further guidance and assistance in any manual tasks queries you have in your workplace. Visit Worksafe Queensland by following the link here:

<https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-manual-tasks/hazardous-manual-tasks-resources>

ELECTRICAL SAFETY

General Requirements

Forest Lake Baptist Church will ensure general electrical safety measures are adopted including:

- No use of double adaptors
- Use of approved 'power boards' only
- Ensure all visually damaged electrical items are removed from use immediately
- Only use electrical equipment for the purpose which it was intended

The Forest Lake State School property is fitted with Residual Current Devices (RCD) and therefore individual test and tag of electrical items is not undertaken. Should an item require inspection e.g. a visual check raises concerns about the condition of an item, the item is to be withdrawn from use until inspected. The hazard should be reported to the Operations Coordinator, Church Secretary or a Pastor.

HAZARDOUS CHEMICALS

Chemicals used by the Church are for domestic cleaning purposes only. As products used meet the requirements of 'normal household domestic use' products intensive management is not required. Access to Safety Data Sheets (SDS) are available from the Internet.

LADDERS

Ladders are occasionally used by church volunteers. Before using a ladder, the user should conduct a visual inspection using Appendix D to identify if there is any damage to the ladder e.g. wrung damage, rubber stoppers missing from leg bases or damaged swivel points.

If a ladder appears damaged it is not to be used and is to be removed from use and a hazard reported to the Operations Coordinator, Church Secretary or a Pastor.

LPG GAS CYLINDERS

LPG gas cylinders are typically used on BBQs. Cylinders may leak and therefore:

- Cylinders may be left on the BBQ – provided the BBQ is stored in a ventilated area. If not ventilated then the cylinder is to be disconnected and stored elsewhere with the travel plug installed. The School has given permission for the cylinder to be stored under G Block.
- Cylinders are to be fitted with a Safety Regulator (regulator closes off line in the event of a drop-in pressure caused by leakage or damage gas line).
- A fire blanket is to be located at the BBQ.

Prior to using a BBQ, the BBQ Safety Checklist at Appendix F is to be completed.

RISK MATRIX							HIERARCHY OF CONTROLS
		CONSEQUENCE					
		Insignificant	Minor	Moderate	Major	Extreme	
Likelihood	Almost certain	Medium	Medium	High	High	High	
	Likely	Low	Medium	Medium	High	High	
	Possible	Low	Medium	Medium	High	High	
	Unlikely	Low	Low	Medium	Medium	High	
	Rare	Low	Low	Low	Medium	Medium	
Risk Rating		Escalation and Communication					
High		Immediate escalation to the church governing body (Board); active remediation activities in place; regular frequent (weekly) monitoring					
Medium		Church management team advised; active remediation plans in place; regular (monthly) monitoring as part of existing meetings					
Low		Local management team or workgroup monitoring; lower priority remediation activities					

DATE FOR REASSESSMENT:	
-------------------------------	--

Appendix B-INCIDENT REPORT FORM

Ministry Leader or affected person to complete

Report Number	Date of Report	
Injuries requiring more than first aid or incidents involving significant property damage must be recorded on an Incident Investigation Report		
<input type="checkbox"/> Lost Time Injury	<input type="checkbox"/> Medical Treatment Injury	<input type="checkbox"/> First Aid Treatment Injury
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Damage to Property	<input type="checkbox"/> Other

MINISTRY LEADER TO COMPLETE IF A PERSON WAS INJURED

Name of Injured Person	<input type="checkbox"/> Male	<input type="checkbox"/> Female	DOB:
Address of Injured Person	Mobile Ph:		
Category Injured Person	<input type="checkbox"/> F/T or P/T worker	<input type="checkbox"/> Casual worker	<input type="checkbox"/> Contractor <input type="checkbox"/> Other
Specify if Other	Occupation		
Was the Person	<input type="checkbox"/> On duty	<input type="checkbox"/> On a work break	<input type="checkbox"/> Travelling to/from work <input type="checkbox"/> Other
If other, specify			

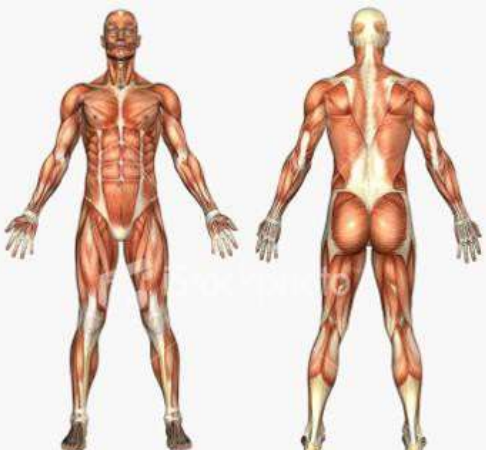
MINISTRY LEADER TO COMPLETE INJURY OR INCIDENT DETAILS

Incident Day	Date	Time	Shift	D <input type="checkbox"/> A <input type="checkbox"/> N
Exact Incident Location				
Incident Reported to	Date	Time		
Name of Person Making Report	Position	Mobile		
Level of Supervision at the time	<input type="checkbox"/> Working under direct supervision	<input type="checkbox"/> Working under indirect supervision	<input type="checkbox"/> Working with another worker	<input type="checkbox"/> Working Alone
Name of Ministry Leader	Name of Co-worker/s			
What PPE was being worn at the time				
Name/s of Witness/es				

INJURED OR REPORTING PERSON TO COMPLETE IN OWN WORDS HOW THE INJURY /INCIDENT OCCURRED

<p>What was the person doing at the time? What happened unexpectedly? What injury/damage occurred/nearly occurred? How did the incident occur? What did you do after the incident occurred?</p> 			
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Injured Person Signature</td> <td style="width: 20%;">Date</td> <td style="width: 20%;">Time</td> </tr> </table>	Injured Person Signature	Date	Time
Injured Person Signature	Date	Time	

Applicable Yes No **MINISTRY LEADER TO COMPLETE DETAILS OF THE INJURY**

Mark which part of the body is injured?	Detail how the injury occurred
	Insert Text Here and Include a Sketch if this will help to demonstrate how the incident occurred

Calculate the Risk of this incident occurring before the incident

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">CONSEQUENCE</th> </tr> <tr> <th>Insignificant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Extreme</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</th> <th>Almost certain</th> <td style="background-color: yellow;">Medium</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: red;">High</td> <td style="background-color: red;">High</td> <td style="background-color: red;">High</td> </tr> <tr> <th>Likely</th> <td style="background-color: green;">Low</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: red;">High</td> <td style="background-color: red;">High</td> </tr> <tr> <th>Possible</th> <td style="background-color: green;">Low</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: red;">High</td> <td style="background-color: red;">High</td> </tr> <tr> <th>Unlikely</th> <td style="background-color: green;">Low</td> <td style="background-color: green;">Low</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: red;">High</td> </tr> <tr> <th>Rare</th> <td style="background-color: green;">Low</td> <td style="background-color: green;">Low</td> <td style="background-color: green;">Low</td> <td style="background-color: yellow;">Medium</td> <td style="background-color: yellow;">Medium</td> </tr> </tbody> </table>			CONSEQUENCE					Insignificant	Minor	Moderate	Major	Extreme	Likelihood	Almost certain	Medium	Medium	High	High	High	Likely	Low	Medium	Medium	High	High	Possible	Low	Medium	Medium	High	High	Unlikely	Low	Low	Medium	Medium	High	Rare	Low	Low	Low	Medium	Medium	Use the Risk Matrix to calculate your assessment of risk before the incident occurred. <input style="width: 40px; height: 25px; margin-left: 20px;" type="text"/>
			CONSEQUENCE																																									
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	Rare	Low	Low	Low	Medium	Medium																																						
	Use the Risk Matrix to calculate your assessment of risk following the incident occurring <input style="width: 40px; height: 25px; margin-left: 20px;" type="text"/>																																											

Applicable Yes No **FIRST AID OFFICER OR MINISTRY LEADER TO COMPLETE Details of treatment provided**

<input type="checkbox"/> None Required <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance	
Detail First Aid treatment provided	
Name of First Aid officer	
Further Treatment Provided	

Applicable Yes No **MINISTRY LEADER TO COMPLETE FOR MEDICAL OR LOST TIME INJURY**

Initial Medical Advice Received	
Medical Certificate received	
Suitable Alternative Duties Required	
Further Medical Treatment Required	

Applicable **Yes** **No** **MINISTRY LEADER TO COMPLETE INITIAL INCIDENT INVESTIGATION**

Detail Plant or Equipment being used at the time of the incident					
Description of Equipment					
Make of Equipment					
Safe System of Work being followed at the time of the incident					
Was there a safe system of work?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	Detail:
Was the worker trained in the safe system of work?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	Date of Training:
Did the worker follow the safe system of work?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	Comment:
If you were supervising the worker where were you at the time of the incident?					

Applicable **Yes** **No** **MINISTRY LEADER CORRECTIVE AND PREVENTIVE ACTION**

What has been done about the situation to date? i.e. Worked stopped, toolbox discussion with workers, risk assessment undertaken or reviewed, safety alert prepared, work method changed.

Corrective Action Taken		Date verified	
Incident closed by		Signature	
Position		Date	

Appendix C-Event Planning Checklist

1. Responsibilities		Y	N	NA	COMMENT
1	Have responsibilities and tasks been allocated and communicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Site Inspections		Y	N	NA	COMMENT
1	Are the external paths and walkways in good condition, free from defects, slip hazards or obstructions that may cause a slip or trip incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is there suitable, safe parking, including for disabled persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are surfaces in good condition (not slippery, uneven and no loose material, debris, worn carpeting or curling linoleum)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is lighting adequate where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are stairways and ramps accessible with suitably fixed handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Agreements/Indemnities		Y	N	NA	COMMENT
1	Have external parties provided copies of licenses and permits where required e.g. jumping castles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire & Emergency		Y	N	NA	COMMENT
1	Has a person been nominated to control any emergencies including evacuations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has emergency procedures been communicated to all staff and volunteers involved in the event. ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are all exits clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are extinguishers accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is a fire blanket located at the BBQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. First Aid		Y	N	NA	COMMENT
1	Is access to first aid provided for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is a qualified first aider present or readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Amenities		Y	N	NA	COMMENT
1	Are the following facilities adequately provided: <input type="checkbox"/> Male Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/> Female Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/> Disabled Toilets				
7 Food		Y	N	NA	COMMENT
1	Are clean food preparation areas provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	Has appropriate food storage and serving arrangements been provided e.g. correct temperature control, suitable equipment and hygiene practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Smoking		Y	N	NA	COMMENT
1	Will smoking be allowed at the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the smoking separated from food preparation and eating by more than 5 metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix D-Ladder Safety Check

Ladder Safety Checklist

To prevent falls from ladders, make sure you have the following controls in place:

- Use only ladders that are in good condition and designed to handle the climbing job that needs to be done.
- Train employees on proper ladder use.
- Make proper ladder use a performance requirement for the job.
- Require employees to complete a ladder inspection before each use.



Criteria for Ladder Purchase and Care

- Check OSHA standards for the type of ladder you are using.
- Use only Underwriter's Laboratory approved ladders (will have the UL seal).
- Protect wood ladders with a clear sealer, such as varnish, shellac, linseed oil or wood preservative because paint can hide defects.

Ladder Usage

- Be sure step ladders are fully open and locked before climbing them.
- Place ladder on a flat, secure surface.
- Place ladder on a hard surface as it will sink into a soft surface.
- Place ladder on non-movable base.
- Lean ladder against a secure surface, not boxes or barrels.
- Do not place ladder in front of a door.
- Position base of ladder one foot away for every four feet of height to where it rests (1:4 ratio).
- Ladder rails should extend at least three feet above top landing.
- Check shoes to ensure they are free of grease or mud.
- Mount the ladder from the center, not from the side.
- Face ladder when ascending or descending, and hold on with both hands.
- Carry tools in pockets, in a bag attached to a belt, or raised and lowered by rope.
- Don't climb higher than the third rung from the top.
- Work facing the ladder.
- Do not overreach, always keep your torso between the ladder rails.
- When using ladder for high places, securely lash or fasten the ladder to prevent slipping.
- Avoid outdoor ladder use on windy days.
- Avoid aluminum ladders if work must be done around electrical wires or power lines.

Appendix E-BBQ Safety Check

Pre-Operational Safety Checks:

- Before you start; check that hoses, connections, burner positions, igniter button, the fat drainage container and utensils are clean and in good repair. This can prevent flames spreading.
- A regulator must be fitted to the gas supply line between the bottle and the BBQ.
- Set up the BBQ on flat ground that is away from trees, over-hanging shrubs or any material that may catch fire.
- BBQ's are to be operated by adults only. Ensure children are monitored at all times.
- Don't wear loose clothing, or anything items that may overhang onto the flames.
- Know where the nearest fire extinguisher is located.
- Never leave the barbecue unattended and don't try to move it whilst it's lit.
- Have a fire blanket nearby.

Operational Safety Checks:

- Ensure the BBQ burner knobs are in the off position prior to use or attaching any connections.
- Connect the BBQ regulator into the gas bottle by screwing it to the left, only turn the gas bottle on slightly as it will be quicker to turn off in an emergency.
- If there is no igniter button, insert the flame from a long match or barbecue lighter through the side burner hole, if you are using a match have the match lit before you turn on the gas at the grill controls.
- If the burner doesn't ignite, turn the gas off and wait five minutes before trying again.

Housekeeping:

- Turn the gas bottle tap to close/off position in the direction of the arrow on the gas bottle.
- Turn the BBQ burner knobs to the OFF position.
- Disconnect/ unscrew the regulator from the gas bottle
- Do not move the BBQ until it has cooled sufficiently to do so safely.
- Clean and store the BBQ and gas bottle safely and securely away.