

Welcome to the Anglican Church Southern Queensland (ACSQ)

As a new member of the Parish (Clergy, Parish worker or volunteer) you are a valuable addition to the Parish and ACSQ. This induction pack has been designed to provide you with the information necessary to assist you in understanding how safety is managed within the Parish and how you can play a vital role in making the Parish environment a safe place for all of our people.

Our commitment to safety

ACSQ is committed to:

- ◆ Ensuring its activities comply with relevant State legislation, including, but not limited to the Work Health and Safety Act (Qld) 2011 (the Act), Work Health and Safety Regulations 2011 (Qld) and established practices such as Australian Standards and Codes of Practice.
- ◆ Ensuring the health and safety of all persons exposed to its activities by implementing risk management strategies aimed at continuously monitoring and, where necessary, improving health and safety in the work environment.
- ◆ Consulting with workers and providing them with a genuine opportunity to participate in decision making regarding work health and safety.
- ◆ Maintaining safe systems of work, the work premises and work environment, including systems to adequately manage emergency response.
- ◆ Providing, monitoring and maintaining systems for the safe use, handling, storage and transport of plant, equipment and substances.
- ◆ Providing sufficient information, instruction, training and supervision to enable all workers to carry out their responsibilities in a safe manner and effectively participate in safety management.
- ◆ Regular review and evaluation of the safety management system including audits and workplace inspections.

All persons in the workplace have a duty regarding work health and safety. The success of safety performance relies on the willingness of *everyone* to cooperate and to work in a manner which supports and encourages healthy and safe work practices.

The ACSQ Workplace Health & Safety Policy is displayed in the Parish workplace and is available on the ACSQ web-site for you to read.

What is Work, Health and Safety?

A Workplace is any place where work is performed, whether paid or unpaid. The Parish is your workplace.

Under the Work Health and Safety Act 2011 (Qld) (the Act) and Work Health and Safety Regulation 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), a paid worker, volunteer, contractor or Clergy, is a “Worker” and has individual duties and obligations for safety.

Safety obligations of the Parish

The Parish has a duty of care to:

- ◆ Ensure persons are not put at risk from the work carried out as part of the Parish activities including:
 - provision and maintenance of a work environment without risks to health and safety; and
 - provision and maintenance of safe plant and structures; and
 - provision and maintenance of safe systems of work; and
 - provision of information, training, instruction or supervision that is necessary to protect all persons from risks.

Safety responsibilities of Workers

As a worker you have the following responsibilities and accountabilities while at work, and must:

- take reasonable care for your own health and safety and the safety of others; and
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as is reasonably able, with any reasonable instruction that is given by the Parish regarding safety; and
- cooperate with any reasonable policy or procedure relating to health and safety at the workplace that has been notified to workers.

What does this mean for you?

You must:

- take reasonable care by thinking first about how you will undertake a task. Will your actions put you or another person at risk of injury?
- assess a task or activity before you do it to ensure you have identified and eliminated any safety hazards
- report safety hazards and incidents promptly to your Parish Leaders
- read and cooperate with all safety policies and procedures provided to you
- attend WHS training when provided.

Hazard and Risk Identification

What is a Hazard?

A hazard is a situation, or thing that has the potential to harm a person e.g. moving plant or vehicles, hazardous substances, manual handling, working at height, repetitive movement of a body part, bullying.

What is a Risk?

A risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.

Prompt reporting of safety hazards and risks within the Parish is essential to ensuring a safe environment for our people.

This can include:

- Identifying hazards before commencing an activity or task
- While work is being carried out.
- Before undertaking work involving high risk tasks e.g. electrical, working at height, use of ladders.
- Before hazardous substances or dangerous goods are used
- Before lifting or handling awkward or heavy items
- When an injury or near miss has occurred.

When a hazard is identified, ask the following question:

- Can I eliminate it now? If so, do so and continue with the work.
- If it is not practicable to eliminate, you must minimise the risk of injury to the lowest possible level.

How do I report a hazard when I cannot immediately fix it?

Use the *Parish Hazard Report Form* to detail the hazard, assess the level of risk and consult with your co-workers or the Parish Leaders to agree on suitable measures to minimise the hazard. If you require assistance to complete this process contact the WHS Team.

Incident Identification

What is an Incident?

An incident is an unplanned event or chain of events, which has, or could have caused a workplace injury or disease and/or damage (loss) to people, assets or reputation. It is important that all incidents or near misses are reported promptly.

Incident Reporting

All incidents, injuries or near misses involving workers, volunteers, contractors, Clergy or visitors must be reported immediately to the Parish Leaders, and recorded on the *Parish Incident Report form*. If you require assistance to complete this process contact the WHS Team.

Workers Compensation and Injury Management

The Parish is committed to ensuring the safety of all workers. In the unfortunate event that you are injured while working at your workplace or travelling to or from work, the Parish is committed to ensuring that all workers are provided medical assistance and are able to return to work as soon as it is safe to do so. The Clergy and all workers are entitled to Workers Compensation if an injury is incurred while at work or travelling to or from work.

It is important that you report an injury as soon as possible after the incident to assist Parish Leaders or Clergy to arrange medical attention and contact the ACSQ Injury Management Advisors.

First Aid

Each Parish will have a fully stocked First Aid Kit. The First Aid Kit should be identified during your orientation of the Parish facilities. If you need to access the kit, please ensure your Parish Leaders are aware if restocking is required.

Hazards and Risks Specific to Parish Activities

Parish activities are central to Parish life and include a variety of activities and tasks both on and off Parish property.

The following is a list of those activities and tasks you may undertake and the known risks and hazards associated to them.

Computer and Office Hazards

- Poor workstation area set up such as cramped work space, clutter around walkways or under desks, poorly adjusted office chair, cords run across walkways, poor lighting.
- Complete the **Ergonomic Checklist** pages to ensure correct set up, and give to the Parish Office as a record of assessment.

Manual Handling Hazards

- Awkward postures e.g. lifting above shoulder height, twisting the trunk when lifting; squatting, leaning or bending for a sustained time.
- Exertion of force to lift, pull, push, awkward or large shaped items, lifting without assistance e.g. setting up tables and chairs in the hall.
- Frequent use of a muscle group e.g. lifting for extended periods, sweeping, mopping, vacuuming for long periods of time.

How to Fix the Contributing Factors to Manual Handling Injury

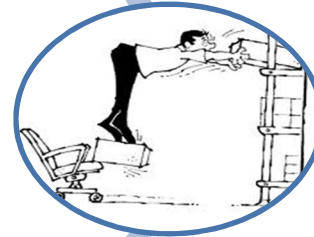
Improve work area design by removing clutter, correctly adjusting your chair and workstation, removing trip hazards.



Break the load down into smaller parcels that can be held close to the body; store heavy items between hip and shoulder.



causes of sprains and strains



Equipment - use trolleys and mechanical or non-mechanical lifting devices to move loads.



Task allocation- introduce a variety of tasks that use different muscle groups and change postures frequently during your work day.

Safe Lifting Technique

Use the following safe lifting steps when lifting and carrying:

- Step 1** Check the load, is it within your capacity to lift
- Step 2** Position your feet, keep your back straight, secure your grip
- Step 3** Keep the load close as you stand using your leg muscles to lift, not your back
- Step 4** Place your feet in the direction you wish to travel, check your travel path is clear
- Step 5** Lower the load using the same process



Substance Hazards

- Do not bring toxic or hazardous substances or cleaning products into the Parish.
Replace toxic products with non-toxic and environmentally safe choices.
- Use of some cleaning substances can cause allergies, skin and eye irritation, burns; or respiratory illness e.g. bleach; drain clearing products.
- Most products will have information on safe use, personal protective equipment (e.g. gloves, eye protection) and first aid treatment on the container or packaging.
Read the container before using any substance.
- Do not decant substances into other containers.
- Ensure all containers are labelled correctly and clearly.

Electrical Hazards

- Remove or replace appliances/equipment that have damaged or frayed cords or sockets.
- **Do not use double adaptors to piggy back electrical plugs, only power boards must be used.**
- If a Safety Switch is not installed at the switchboard, an electrician or suitably qualified person is to inspect, test and tag all mobile and unfixed electrical equipment every 12 months.
- Use a power board with individual switches. Take care not to overload circuits and fuses by using too many appliances from the one power point.
- Keep electrical cords off the floor and away from water to reduce the risk of damage from drag or contact with sharp objects. A damaged electrical cord or power pack can cause a fatal electric shock.
- Employ only licensed electrical workers to perform electrical work.

Driving Hazards

- Do not drive when fatigued or tired or under the influence of drugs or alcohol.
- Ensure the seat is adjusted for comfort and support.
- Ensure schedules allow for regular rest breaks when driving distances.
- Restrain equipment securely in the vehicle.
- Know where the break-down contact details are located.
- Report any damage or mechanical failure, do not use until repairs are fully completed.

Trips, Slips and Falls Hazards

- Wear closed in shoes with good grip on soles where possible.
- Do not stand on chairs.
- Clean up spills and leaks immediately.
- Do not run cords or leads across walkways or access points.
- Report damage to floor surfaces e.g. lifting or frayed carpet, holes in floors or flooring, etc.
- Ensure lighting is adequate where tasks are performed.
- Take care when working in wet areas after rain or on grass or slippery surfaces.

Home Visitations Hazards

- Threatening behaviour, verbal threats, harassment and physical abuse.
- Visiting private residences after dark.
- Ensure a contact system is agreed with the Parish Leaders or Clergy prior to visits. If the visit is high risk (being made for the first time or is after hours or in a high risk area suburb) you will need to make contact prior to entering the premises, give an approximate departure time. Call again upon leaving.
- If you are concerned for your safety, LEAVE THE SITUATION IMMEDIATELY and contact your Parish Leaders or Clergy immediately.
- Always have your mobile phone with you.

Emergency/Evacuation Procedure

The following steps will be followed in the event of an emergency or evacuation:

In the event of a fire or other emergency:

- ◆ **Stay calm**, remove anyone from immediate danger.
- ◆ **Notify** others in the area of the emergency situation.
- ◆ Identify a clear path to the closest safest exit.
- ◆ **Call Emergency Services** “000”, request relevant service e.g. Fire, Ambulance, and Police.
- ◆ Delegate a person to lead everyone to the Assembly Area.
- ◆ Delegate a person/s to assist mobility impaired persons.
- ◆ **Do not fight fire - ensure the safety of people first.**
- ◆ Delegate a person to check the amenities and ensure all areas are clear, close doors if safe to do so and evacuate through the safest exit.
- ◆ Wait in the Assembly Area for Emergency Services to arrive.
- ◆ Brief Emergency Services of all details, including any persons requiring assistance.
- ◆ Follow the instructions of Emergency Services upon arrival.
- ◆ Do not re-enter the building or leave the Assembly Area until advised by Emergency Services that it is safe to do so.

Emergency Signage and Documentation

1. The **Emergency Response Poster** will be displayed on the Notice Board and in the Parish buildings where group activities are held. Know the procedure to assist others in case of evacuation.
2. The **Emergency Evacuation Plan for People with a Disability/Large Group Activities Poster** provides guidance for assessing any evacuation needs prior to commencing a large activity, using the **Parish Emergency Evacuation Plan for People with Mobility Impairment**.
3. The **Emergency Contact Poster** will be located near the phone and displays the relevant emergency numbers for the Parish.

If evacuation is required via a flight of stairs, **DO NOT** carry people down stairs. Close doors, assign a person to remain with the mobility impaired person and report directly to the Emergency Services that assistance is required. The Emergency Services will assist with removal of the person to safety.

Evacuation Assembly Area

The primary Assembly Area shall be located approximately 100 metres from the workplace, preferably on the same side of the road. A secondary Assembly Area should be identified for use should the primary area be compromised during an emergency.

Fire Evacuation Diagrams

The Fire Evacuation Diagram is a floor plan of the workplace and is displayed at each Fire Exit of the workplace. This indicates pathways to exits; location of the assembly area; the location of firefighting equipment; and the use of fire extinguishers. (Note: For a small one room environment with unobstructed view of the access doors may not be needed.)

Emergency Signs

Directional Emergency Exit Signs are located above each designated Fire Exit and throughout the workplace to show the direction to the Fire Exit.

These signs are battery operated and will remain illuminated in the case of a power failure.

Fire Exit signs must be tested by a qualified electrician every 6 months.

Fire Extinguishers

Should a fire occur, ensure all persons are evacuated to safety before considering the use of fire equipment to extinguish the fire.

Your life and the lives of your workers and Parishioners are the first concern.

Note: A portable fire extinguisher only has capacity to fight a fire for approximately 30 seconds. Always make sure you have another person with a back-up extinguisher behind you with a clear path to the exit.

Fire moves extremely fast, so do not attempt to fight the fire unless the fire is small and you can immediately react to the fire e.g. fire extinguisher or fire blanket is within immediate reach to smother the fire.

Types of fire extinguishers likely to be located within the work area:

1. **Dry Chemical/Dry Powder Extinguisher** (Red with a White Band)



For use on ALL TYPES OF FIRES

2. **CO2 Carbon Dioxide Extinguisher** (Red with Black Band)



For use on ELECTRICAL FIRES

(**Caution:** Do not use in a confined area as asphyxiation can occur)

Never re-hang a used extinguisher, organise for the extinguisher to be re-filled before returning it to its location. All fire extinguishers must be checked every 6 months and pressure tested regularly by a registered provider.

To operate a Fire Extinguisher

The PASS method is used when operating an extinguisher:

Pull the pin (break the plastic tie to release the trigger), test the nozzle by pointing it away from people at the ground and pressing the trigger.

Aim the nozzle at the base of the fire.

Squeeze the trigger.

Sweep the hose across the **base** of the fire.

Fire Blanket

A fire blanket can be used to smother fire on the cook top or to wrap around a person if their clothes catch fire.

To use:

1. Pull the tab to release the blanket from the pouch.
2. Unfold and place or drop the fire blanket over the cook top and item which is alight, keep hands and face protected behind it.
3. Turn off the heat source and leave the blanket over the burnt area for at least 15 minutes or until the heat has dissipated.
4. Evacuate everyone from the workplace.
5. Call Emergency Services on "000" to follow up and ensure the situation has been managed correctly.
6. A used fire blanket must be disposed of after use.

Fire Hose

Fire hoses are NOT to be used by workers to fight a fire. They can be very difficult to handle when the pressure is turned on and if you have not been trained to use one, do not attempt to do so. The fire hose is for the specific use of Emergency Services and must be maintained in good condition at all times. Maintenance must be provided by the Contracted Fire Provider every 6 months and records kept.

It is also illegal to use a fire hose for other purposes such as washing cars, filling buckets, watering the garden. A sizeable fine will be applied by Emergency Services.

Fire Hose Operation:

1. Turn on water at the stop valve to release the nozzle. The nozzle may be held in place by an interlock at the stop valve and is released when the stop valve is turned on.
2. Run out length of hose required.
3. Turn on water at nozzle and direct stream at **base** of fire.
4. The hose will discharge approximately 27 litres per minute with a throw of 6 metres.
5. Rewind hose in even layers while hose is still under pressure.
6. Turn off the stop valve and release pressure in the hose by turning nozzle on briefly.

Note: It is recommended that a maintenance inspection is scheduled by a competent person after use to ensure the hose is wound correctly and the system is in operating order.

Smoke Alarms and Fire Detection Systems

All workplaces must have a form of fire detection, either Smoke Detectors or a Fire Detection Panel. These systems are activated by smoke, heat and fire, thereby activating the alarm. Where these systems are installed, maintenance by the Contracted Fire Provider must be undertaken and recorded to ensure compliance with the Fire Safety Regulations.

Training

All workers must refresh their knowledge of the Emergency Procedure every 12 months. All new workers and volunteers must complete the Parish Induction Pack which includes the emergency procedure upon commencement.

Threat or Aggression Behaviour Management

Should you become involved in a situation involving a physical threat or aggression, apply the following:

- ◆ Remain calm.
- ◆ Keep your voice level and avoid expressive language.
- ◆ Calmly, clearly ask the person not to be aggressive or abusive and you will find someone who can assist them.
- ◆ Call for assistance from another worker to join you in the area to provide a calming presence.
- ◆ If the person will not listen to your request, politely but firmly ask the person to leave the premises.
- ◆ If they won't leave, call the Police on "000" or ask another worker to call immediately.
- ◆ Continue to speak calmly until assistance arrives.

Robbery/Armed Hold-up

Should you be involved in a robbery or armed hold-up situation, please follow these steps:

- ◆ Always obey the instructions given by the perpetrator and only speak when spoken to.
- ◆ Don't attempt actions which may put yourself or those around you in danger.
- ◆ Avoid making any sudden movements, it is best to calmly explain your actions before making any movement, especially if you have to duck down or reach into enclosed spaces that may cause the offender to panic.
- ◆ Take specific note of hair colour, distinguishing marks, tattoos, eye and skin colour, accent, clothing, mode of transportation and weapon if relevant.
- ◆ Do not chase or follow the offender.
- ◆ As soon as it is safe to do so, call the Police on "000" and then record all information.

Posters:

The following posters are displayed on the Notice Board, please note these in your workplace:

- Emergency Contact List Poster
- Emergency Response Poster
- Emergency Evacuation Plan Group Activity Poster