

Parish Safety Induction Checklist



Worker/Volunteer Name:	
Person conducting induction:	
Parish Name:	
Induction Date:	

Verbally discuss the following with the new worker or volunteer before they commence any duties or activities.

Give the worker or volunteer the Safety Induction Booklet to read in their own time.

Safety Information to cover	(✓)
<p>Orientation of Parish environment (Church, Halls, Office)</p> <p>Walk the person to the following:</p> <ul style="list-style-type: none"> • Location of amenities • Location of first aid kit • Location of emergency exits and evacuation assembly area 	
<p>The Anglican Church Southern Queensland is committed to:</p> <p>Ensuring that all activities undertaken by the Parish comply with Work Health and Safety legislation and do not put at risk of harm any person who could be affected by how we conduct our activities.</p>	
<p>The Parish has a duty of care to:</p> <ul style="list-style-type: none"> • Ensure everyone is aware of their responsibilities for safety and conduct all activities safely. 	
<p>As a worker or parishioner you have a responsibility under the safety legislation to</p> <ul style="list-style-type: none"> • 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; • Follow all policies and procedures provided by the Parish for your safety 	
<p>Hazard Identification</p> <ul style="list-style-type: none"> • We have a responsibility to report safety hazards to ensure the Parish environment remains safe for everyone to use. • If you see something that is unsafe, please report it to the Priest or Parish Leader immediately • You can find the Parish Hazard Report Form.....? Please explain where they are kept or how to access them. 	

Safety Information to cover	(✓)
<p>Incident Reporting</p> <ul style="list-style-type: none"> All injuries or near misses involving workers, volunteers, contractors, Clergy or parishioners must be reported immediately to the Priest or Parish Leaders immediately, and recorded on a Parish Incident Report form. You can find the Parish Incident Report Form.....? Please explain where they are kept or how to access them. 	
<p>Workers Compensation and Injury Management</p> <ul style="list-style-type: none"> The Clergy and all paid workers are covered by 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 occurrence to ensure that Parish Leaders or Clergy can arrange prompt medical attention and contact the ACSQ Injury Management Advisors. Volunteers are insured under the Diocese Public Liability Insurance. If you wish to seek reimbursement of medical costs, please speak to the Priest to provide contact details for the Insurance Team. 	
<p>First Aid</p> <ul style="list-style-type: none"> The Parish has a fully stocked First Aid Kit. The location of the First Aid Kit is If you need to access the kit, please ensure your Parish Leader is aware if restocking is required, and complete an Incident Report form. 	
<p>Manual Handling and Ergonomics</p> <ul style="list-style-type: none"> To ensure your safety, please follow the safe steps to lifting at all times. The Ergonomic Checklist is available if you are working in an office environment. Please complete and discuss with the Priest if you need any assistance. 	
<p>Electrical Hazards</p> <ul style="list-style-type: none"> Do not use appliances or equipment that have damaged or frayed cords or sockets. Do not use double adaptors or piggy back electrical plugs. <u>Only power boards must be used.</u> Keep electrical cords off the floor and away from water to reduce the risk of damage from drag or contact with sharp objects. 	
<p>Trips, Slips and Fall Hazards</p> <p>These are the most common incidents to occur within the Parish. To minimise this hazard please:</p> <ul style="list-style-type: none"> Wear closed in shoes with good grip on soles where possible. Do not stand on chairs or tables Clean up spills and leaks immediately. Keep electrical leads out of walkways and 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. 	

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Safety Information to cover	(✓)
<p>Home Visitations Hazards</p> <p>If you are making home visits it is important to assess your personal safety. Consider the following and agree a suitable process with the Priest or Parish Leader:</p> <ul style="list-style-type: none"> • Agree a check in/check out system with the Priest or Parish Leader 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 or 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 Priest or Parish Leader. • Always have your mobile phone with you. 	
<p>Emergency/Evacuation Procedure</p> <p><i>In the event of an emergency at the Parish or during an activity, you must follow the instructions of the parish leaders:</i></p> <ul style="list-style-type: none"> • 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. • When instructed go 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. • Do not re-enter the building until advised by Emergency Services that it is safe to do so. <p><i>Explain The Following relevant to the Parish</i></p> <ul style="list-style-type: none"> • Location of the Parish Evacuation Assembly Area • Closest emergency exits • Procedure for evacuation of mobility impaired persons. 	

Please read the “Induction Booklet”, if you have any questions, please discuss with the Priest or Parish Leader.

<p>Participants Acknowledgement</p> <p><i>I have been provided with information relating to working safely within the Parish and in Parish activities.</i></p> <p><i>I have been provided with a copy of the Parish Safety Induction Booklet for reading in my own time.</i></p> <p><i>I have discussed anything that I did not understand with the Priest or Parish Leader, and will bring any concerns about safety issues to the Priest or Parish Leader that arise during my work for the Parish.</i></p>	
Worker/Volunteer Signature:	
Person conducting induction Signature:	
Date:	

Please file the Induction Checklist with Parish files for auditing purposes.