

CATHOLIC DIOCESE OF AUCKLAND PARISH HEALTH AND SAFETY GUIDELINES



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Parish's Duties under the Health and Safety at Work Act, 2015 (HSWA)

THE BIG PICTURE

The main aim of Parish Health and Safety is effective hazard and risk management. This is the process that the Parish will follow by which hazards, that have the potential to cause harm, are identified and controlled to eliminate or minimise the risk of harm to people.

Harm refers to illness, injury or both. It includes physical or mental harm caused by work-related stress.

KEY ASPECTS OF HEALTH AND SAFETY THAT A PARISH NEEDS TO FOLLOW

Hazard and Risk Management

The Parish must ensure that all hazards have been identified, and assess the work-related health and safety risks.

Eliminate or minimise risks to health and safety caused by the hazard.

Have a simple Hazard/Risk register that is kept up to date and communicated to Workers/Volunteers.

Incident Management

Report and investigate incidents to identify root causes and then to address these causes in a timely way. This includes incidents on Parish's premises involving Workers, Volunteers, Contractors, Visitors and the public.

All major incidents must be reported to the Health and Safety Co-coordinator at Catholic Diocese of Auckland (CDA) as soon as practically possible.

The aim of incident management is to identify and implement remedial actions to prevent the incident from happening again.

Emergency Management

Managing actual and potential emergencies that may arise in the workplace. The emergency plans should be communicated to, and understood by, all persons working within the Parish.

For a Parish this would predominantly be fire or medical emergencies during normal use of the facilities. Ensure that the fire safety signage is clearly displayed, evacuation procedure and assembly points are visible, and First Aid Kits are kept up to date. The Parish needs to regularly test the effectiveness of the evacuation process by conducting trial evacuations once every 6 months.

Have the phone number and address of your closest A&E Facility on hand.

Injury Management

Ensure injured Workers (Employees & Volunteers) are properly cared for after a workplace accident or injury.

In the case of serious injuries this care should extend to families and work-mates.

Contractor Management

Follow the Health & Safety Guidelines for managing physical works Contractors on site.

Only allow Contractors (for high risk work) to work on a Parish site that have been approved by the Diocese (Diocesan Property Group).

Worker/Volunteers Participation

Follow the Worker/Volunteers participation practices so that Workers/Volunteers can effectively participate in improving health and safety on an ongoing basis. This includes as a minimum discussing health and safety related matters at least monthly. All formal discussions must be documented in the form of minutes, which must be kept (either in hard copy or electronic copy).

Working with other Organisations/Parishes

The Parish must consult and co-ordinate with other organisations where they also have duties under HSW Act in relation to the same task or activity. This consultation and co-ordination needs to start in the planning stage and focus on identifying and reducing/eliminating risk. (e.g. co-hosted Parish events).

Continuous Improvement

Action taken by the Parish to manage health and safety through the actions set out above focuses mainly on reactive continuous improvement, it is therefore important that all corrective actions raised are effectively implemented in a timely manner.

Proactive continuous improvement can be achieved by the Parish through regular reviews and audits of Health & Safety processes.

HEALTH & SAFETY GUIDELINES FOR PARISHES

1.0 – Introduction

These guidelines provide practical information and guidance in how parishes can work to achieve a safe and healthy environment ensuring Employees, Volunteers, Parishioners, Visitors, Contractors and the Public in their parish are safe from harm during the operation of their parish.

The primary responsibility for ensuring workplace health and safety is implemented and managed effectively within a parish rests with the Parish Priest and the Parish Finance Committee or Sub-Committee thereof. However, all Workers have a role to play in supporting the Parish to meet those responsibilities.

These Guidelines will be used as the basis for maintaining the health and safety risk management programme in the Parish environment. It is essential that the Parish Priest, Committee members and Workers work together to review and/or develop health and safety for their parish to meet the standards contained within this document. Health and safety should be simple to implement and have agreed and achievable outcomes aimed at improving health and safety performance.

For these health and safety procedures to be successfully and effectively implemented, it is important that:

- Specific responsibilities are allocated to the appropriate personnel;
- Relevant processes are implemented, communicated and understood throughout the parish;
- A regular review of the Health and Safety Systems and Procedures is undertaken through Worker participation; and
- Implementation must be monitored, reviewed and evaluated to ensure that progress is maintained.

The Parish will report annually to the Diocese via the Parish Risk Register.

2.0 – General Definitions

General definitions relating to workplace health and safety legislation:

Health means physical and mental health.

Health and Safety Duty means the Parish as a duty of care to Workers, and the requirements to provide for a Worker's health and safety under the Health and Safety at Work Act 2015 (HSWA).

Volunteer Officer, in relation to a Parish means the Parish Priest and Parish Finance Committee Members

Person conducting a business or undertaking (PCBU) means the Parish

Reasonably practicable, in relation to the duty to ensure health and safety, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- 1) The likelihood of the hazard or the risk concerned occurring; and
- 2) The degree of harm that might result from the hazard or the risk; and
- 3) What the person concerned knows, or ought reasonably to know, about:
 - a) The hazard or the risk; and
 - b) Ways of eliminating or minimising the risk; and
 - c) The availability and suitability of ways to eliminate or minimise the risk; and

After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Worker means:

- 1) A person who carries out work in any capacity for the Parish, including work as:
 - a) An Employee; or
 - b) A contractor or subcontractor; or
 - c) An Employee of a contractor or subcontractor; or
 - d) An Employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
 - e) A homeworker; or
 - f) An apprentice or trainee; or
 - g) A person gaining work experience (for example, undertaking a work trial); or
 - h) A volunteer Worker.

Volunteer Worker:

A volunteer is a 'Volunteer Worker' when:

- a) They work for the parish, who knows they are doing that work, or has given consent for it to be done;
- b) The volunteer worker does the work on an ongoing and regular basis; and
- c) The work is an integral part of the operation of the Parish.

A volunteer Worker is not someone participating in fundraising e.g. cake stall, parish fair.

Workplace means:

- 1) In this Act, unless the context otherwise requires, a workplace:
 - a) Means a place where work is carried out for a business or undertaking including a vehicle; and
 - b) Includes any place where a worker goes, or is likely to be, while at work.

3.0 – Health and Safety Responsibilities

3.1 OBJECTIVE

The objective of health and safety responsibilities is to clearly establish the Parishes commitment to growing the health and safety culture within the parish, the responsibility that applies to each person in the parish, and specifically how the commitment and responsibilities are applied to maintain and improve Worker behaviour and a culture that prevents injuries to people.

3.2 RESPONSIBILITIES

Health and safety responsibilities outline the Parishes and individuals' duties, obligations and guidelines in relation to workplace health and safety.

Priest & Parish Finance Committee – Volunteer Officers

Are responsible for:

- Ensuring compliance with relevant health and safety responsibilities and policies, adopting and implementing them in a timely manner;
- Allocating responsibilities and accountabilities to Employees, Volunteers and Contractors; and
- Communicating with Employees and Volunteers in a manner that encourages safe behaviour and a culture of safety.

Volunteer Officers have a duty to exercise due diligence to ensure the Parish complies with its duties as a PCBU. However, the Volunteer Officers cannot be prosecuted for breaching their duty of due diligence.

Parish as PCBU

As a PCBU, Parish has all the obligations of a PCBU imposed by the HSWA, including to:

- Ensure, so far as is reasonably practicable, the health and safety of its workers;
- Ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking;
- Where the Parish manages or controls the workplace, to ensure so far as is reasonably practicable that the workplace is without risks to the health and safety of any person.

As a PCBU, Parish can be prosecuted for breaching its duties.

Employees & Volunteers

Employees and Volunteers are responsible for taking care of their own health and safety, and for the health and safety of other persons who may be affected by their acts or omissions. Therefore, Employees and Volunteers are responsible for:

- Complying with health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk their own health and safety, or that of any other person in the workplace;
- Contributing when consulted on workplace health and safety responsibilities and policies;
- Supporting Parish Priest and Parish Finance Committee as required to meet their requirements of the health and safety responsibilities and policies; and
- Demonstrating best health and safety behaviour supporting a positive health and safety culture.

Contractors & Visitors

Contractors & Visitors are responsible for:

- Complying with health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk their own health and safety, or that of any other person in the parish;
- Supporting the Parish as required to meet their requirements of the health and safety responsibilities and policies; and
- Demonstrating best health and safety behaviour supporting a positive health and safety culture.

3.3 FORMS

Simpson Grierson letter: Liability of Volunteer Officers

HS3.1 Health & Safety Policy

HS3.2 Drug & Alcohol Policy

HS3.3 Rehabilitation Policy

HS3.4 Disruptive Persons Policy

HS3.5 Lock Up Procedures Policy

HS3.6 First Aid Policy

HS3.7 Discomfort Pain Injury (DPI) Policy

HS3.8 Manual Handling Policy

4.0 – Hazard / Risk Management

4.1 OBJECTIVE

The Parish will ensure that when managing hazards/risks they will:

- Identify hazards;
- Identify and assess the risk for each hazard
- Eliminate or control each identified risk; and
- Monitor and evaluate the effectiveness of the controls.

4.2 DEFINITIONS

Hazard/Risk

A hazard is an actual or potential cause or source of harm (an activity, arrangement, circumstance, event occurrence, phenomenon, process or substance) where the risk is the chance of something happening that will have a (generally) negative impact. For example, a pew is broken and the leg is wobbly. The hazard is the pew itself but the risk is that the leg could break and result in an elderly person falling requiring first aid or medical treatment.

4.3 RESPONSIBILITIES.

Priests & Parish Finance Committee

Are responsible for:

- Identifying hazards or activities;
- Assessing the risks of these hazards;
- Prioritising the identified risks requiring assessment;
- Implementing controls by taking all practical steps to eliminate or minimize the exposure to any hazards or risk;
- Evaluating implemented controls;
- Making sure all existing and new hazards are assessed, and taking all practical steps to eliminate or minimise the exposure to any hazard or risk;
- Identifying resource requirements for the control of the risk;
- Involving Employees and Volunteers in the hazard / risk management process;
- Ensuring that all Employees and Volunteers are made aware of the hazards that cannot be eliminated;

- Providing and maintaining premises, equipment, plant and substances so that they are safe and without risks to health; and
- Ensuring all Workers and Volunteers understand their responsibility for creating and maintaining a safe and healthy work environment.

Employees and Volunteers

Employees and Volunteers are responsible for:

- Observing all safe work procedures, rules and instructions; and
- Ensuring that all hazards and risks are managed and promptly reported to the appropriate person in a timely manner.

Contractors & Visitors

- Observing all safe work procedures, rules and instructions; and
- Advise Parish of any hazards identified, with regards to the work that they will be carrying out and how they will be managed/controlled

4.4 PROCESS

Hazard / risk management is a risk planning tool that improves safety.

Establish a Hazard/Risk Assessment Team. Involve key parish workers in the process as they are regularly at the parish and will have good knowledge of their surroundings including any hazards/risks.

1. Identify the Hazards/Risks

Examine your work area processes, activities, plant, equipment and environment.

- Physical inspections** – this is the traditional method of identifying hazards by walking around the place of work with the aid of a checklist to identify visible hazards (Site Safety Checklist).
- Task analysis** – it may be useful to look at the tasks involved in each job and observe the actions of Employees, while identifying the hazards involved.
- Analysis of incident investigation details** – whenever there is an unsafe act, accident, "Near Miss", or an incident of harm, determine the cause and whether a significant hazard was involved. From here identify the 'root cause(s)' and whether existing controls are adequate, or these need updated or new ones implemented.

Types of hazard can be:	Hazard	Harm
a. Chemical (e.g. hazardous substances exposure)	Breathing in fumes from chemical cleaning products e.g. Wet & Forget	Illness from long-term exposure.
b. Physical (e.g. slip/trip hazards)	Tripping on altar stairs	Injury sustained from the fall
c. Biological (e.g. animal faeces)	Fridge in Kitchen untidy and full of rotten food and spills.	Infections, Illness.

f. Electrical (e.g. live electricity)	Too many items plugged into power boards.	Power Boards overheating and causing a fire or electrocution.
g. Ergonomic (e.g. work station set-up or lifting heavy weights by hand)	Workstations incorrectly set-up.	Increased risk of Discomfort Pain and Injury (DPI).

2. Risk Assessment

Risk assessment is the process of estimating the magnitude of the risk and deciding what actions to take.

Identify and assess the level of risk for each identified hazard before controls are established, i.e. what is the level of risk if we did nothing to ensure it was safe?

To identify the level of risk, use **Risk Analysis**.

Assessing the risks associated with the hazard by specifically defining its nature will assist in determining its:

- **Likelihood of the incident / risk occurring** e.g. How likely is this hazard to come up in day to day work?; and
- **Consequence or the degree of harm that may occur from the hazard or risk** (e.g. If it did happen, how serious would the injuries be? Think of the worst case scenario).

Using the **Risk Analysis** the significance and 'risk score' has been assessed for each of the hazards below. The risk score has been rated (scored) as follows:

Likelihood x Consequence

Example

Hazard	Risk	Likelihood	Consequence	Score
Breathing in fumes from chemical cleaning products e.g. Wet & Forget	Illness from long-term exposure.	Likely	Serious Injury	Extreme
Tripping on altar stairs	Injury sustained from the fall	Possible	Serious Injury	High
Fridge in Kitchen untidy and full of rotten food and spills.	Infections, Illness.	Unlikely	Medical Treatment	Medium
Too many items plugged into power boards.	Power Boards overheating and causing a fire.	Likely	Serious Injury	Extreme
Workstations incorrectly set-up.	Increased risk of Discomfort Pain and Injury (DPI).	Likely	Serious Injury	High
Paper cuts	Nicked hand/fingers	Unlikely	Minor	Low

3. Develop Control Actions

The first objective is to look at opportunities to eliminate the risk all together (e.g., do not store things at height). The steps that need to be taken when identifying / designing controls are:

- **Elimination** - Is there a need to use the equipment, process, substance that created the risk? Is there an equally good and safer item of equipment, process or substance available that will remove the risk? If there is then use it!
- **Engineering Controls/Isolation** - Can the risk be removed by isolating, enclosing or redesigning the equipment, process or substance, e.g. Ventilation system, safety devices, mechanical lifting aids, trolleys?
- **Administrative Controls** - Examples are: task variation, limiting the number of people exposed to risk, job training, storage arrangements for heavy and frequently used items and signage.

Example

Below is an example of how control options may be applied to the hazard: 'Tripping on Altar stairs'.

Control Option	Possible Control Measure
Eliminate	Fixed handrails
Engineering Control	Can a ramp be installed in place of steps?
Administrative Controls	Awareness, ensure everyone takes care when walking up altar stairs

4. Monitor and evaluate the control solutions

- Ongoing and regular safety checks are required to ensure that the implemented controls are effective and achieve the targeted (reduced) level of risk.
- If the intended objective is not achieved, and the level of residual risk is unacceptable, go back to Step 1: Identify the Hazards, and begin the review process again.
- Identify appropriate methods to monitor the effectiveness of the control actions, e.g. supervision, random inspections.

5. Documentation

Ensure all parts of the Hazard / Management process including any reviews and safety checks (including follow-up action points) are documented and maintained. Ensure your Hazard Register is always up to date and file all monthly site safety inspections.

6. Servicing/Maintenance

All maintenance and repairs carried out on plant and equipment (such as air-conditioning, heating, overhead projectors) must be documented. This includes service programmes, equipment checks and servicing.

4.5 SPECIALIST ADVICE

Where specialist advice is required to identify, assess, control and monitor the hazard / risk, the Diocesan Health and Safety Coordinator will identify the appropriate expertise. If none is available, they will contact their Health and Safety Consultant or WorkSafe New Zealand for advice.

Electrical Testing

It is recommended that all electrically powered items (e.g. that plug into the mains) should be regularly inspected and tagged by a registered electrician in compliance with the AS/NZS3760 standard for In-Service Safety Inspection and Testing of Electrical Equipment. However electrical items are deemed electrically safe if the Parish has electricity supplied through a residual current device RCD as this provides protection from electric shock. Also new electrical items are already tested and therefore will just need testing either annually for small electrical goods, like heaters and fans and five yearly for large electrical items like fridges, microwaves, wall mounted hot water urns.

If electrical equipment has been tested it should have an identification tag stating the date of last inspection and when the next is due in compliance with required standards.

If a Parish does test electrical equipment, an Electrical Equipment Register should be kept to record servicing, inspection and tagging of electrical equipment (e.g. office equipment or electrical equipment).

4.6 FORMS

HS4.1 Risk Analysis

HS4.2 Hazard Register Church

HS4.3 Hazard Register Office

HS4.4 Hazardous Substance Register

HS4.5 Hazard Notification Form

HS4.6 Site Safety Checklist - Church

HS4.7 Site Safety Checklist - Office

HS4.8 Visitor Register Form

HS4.9 Visitor Hazards Notice

5.0 - Emergency Procedures

5.1 OBJECTIVE

The parish will ensure there are effective Emergency Plans in place to manage all types of emergencies likely to occur within the parish, and to comply with legislative requirements.

Emergency Procedures are designed to provide information and procedures to protect people in our parish during an emergency.

Procedures need to be in place to ensure that if an emergency event occurs, our Workers are prepared to deal with the situation with minimum risk to health and property.

The types of emergency can be as diverse as:

- Electrocution;

- Fall from height;
- Earthquake;
- Assault;
- Bomb threat
- Flood;
- Fire;
- Gas leak/explosion
- Storm;
- Structural collapse;
- Civil Disturbance or Illegal Occupancy; and
- Medical.

5.2 DEFINITIONS

Emergency Warden

The person(s) responsible for ensuring that their respective area is evacuated and that the necessary duties are performed that relate to an evacuation.

Site Emergency Plan

This is your buildings' Emergency Plan.

Approved Fire Evacuation Scheme

This is the Evacuation Scheme that has been approved by the New Zealand Fire Service. Refer to New Zealand Fire Service – www.fire.org.nz. Evacuation schemes must be approved by the Fire Service if the building is used for the gathering together, for any purpose, of 100 or more persons. This will apply to most parishes.

5.3 RESPONSIBILITIES

Parish Priest and Parish Finance Committee

- Make sure emergency plans are in place and approved by NZ Fire Service, for potential emergencies;
- Ensure relevant personnel are trained to deal with emergencies (e.g. Emergency Wardens and First Aiders);
- Assess requirements for First Aid coverage in the workplace;
- Ensure all Workers are informed of the names, locations and contact numbers of the First Aiders and are aware of the location of first aid kits;
- Maintain a current listing of First Aiders, locations and contact numbers and attach to, or near, the first aid kits;
- Ensure first aid kits are replenished with stock as required; and
- Advise Workers of fire wardens in their area.

Fire Wardens

- Ensuring that their respective area is evacuated and that the necessary duties are performed that relate to an evacuation.
- Advise the Building Warden that the area is clear, or not as the case may be.

Trained First Aiders

- Provide initial emergency first aid when requested;
- Refer an injured Worker to the nominated medical practitioner, or hospital, if medical assessment of the injury is needed;
- Observe standard precautions at all times to protect against exposure to the blood or other bodily fluids of the injured person;
- Keep the details of an Worker's injury confidential, however the circumstances of a serious injury will need to be extensively investigated; and
- Advise their Parish Priest or Parish Finance Committee when their First Aid certificate is due for renewal.

Workers:

- Understand the Emergency Procedures; and
- Know who their emergency personnel are (e.g. Emergency Wardens, First Aiders).

5.4 PROCESS

Emergency Procedure

1. **Identify** all types of emergencies likely to occur with-in the parish.
2. **Complete** contact details etc. and display on notice boards and in other prominent locations.
3. **Train** Workers as appropriate. E.g. this could range from:
 - A briefing of all Workers potentially affected by the potential emergency;
 - Training of Building/Emergency Wardens, First Aiders etc.:
 - Emergency training for designated Employees at a more specific level than for general emergency response if required (E.g. co-ordination of the response when dealing with aggressive people, etc.).
4. **Hold trial emergency drills at least every 6 months** (these can be run by the parish, you don't need a specialist fire evacuation company to do this but you do need to record the drills).
5. **Review** evacuations or any other emergency situations (practice, false alarm, actual or otherwise). These reviews will be documented. If any improvements are identified during the review, the Emergency Procedures will be updated as appropriate and any changes communicated to Employees.
6. **Fire Service Approval** of evacuation schemes if masses or gatherings over 100 or more parishioners.
7. **Annually review** the emergency procedures with Workers. Minutes of the discussion will be kept and Emergency Procedures updated as required.
8. **Refresher training** will be carried out with designated Workers e.g.:
 - a. Emergency / Building Wardens – annually (wardens to meet and discuss/review procedures).
 - b. First Aiders - two yearly (outside provider i.e. St Johns).

This will be demonstrated by minutes of meetings through to formal training certificates.

All personnel who are responsible for responding in an emergency situation (e.g. First Aiders and Floor Wardens) will have their names, contact details and area posted in areas.

5.5 EMERGENCY RESPONSE GUIDELINES

Emergency Evacuation Procedures

All work areas will display an emergency evacuation signage.

Trial Evacuation drills and/or training are to be carried out on a random basis two times per year. These are to be organised by the Emergency Warden. These need to be documented as there needs to be a record of evacuation trials and drills. Parishes registered with NZ Fire Services for approved evacuation plans, will follow their guidelines.

Servicing of emergency equipment must be documented in the Building Warrant of Fitness each time they are serviced (e.g. Extinguishers and Fire Hoses). The contracted Fire Equipment Service Company will provide a full report for servicing carried out and any recommendations as required.

If parish masses or gatherings are of 100 or more, the emergency evacuation scheme must be approved by the Fire Service. Refer to the NZFS Guide to Evacuation Schemes www.fire.org.nz.

The training records of all Employees trained in the use of all firefighting equipment (including extinguishers, fire hoses and water main locations), will be kept on record. *Please note that in the first instance, we recommend people to get out and raise the alarm.*

5.6 FIRST AID

Workers should have access to initial emergency first aid treatment provided on-site. First aid kits are available to all Workers. The kits are to be fully maintained and kept up-to-date. At each first aid location the following can be found:

- Names of First Aiders; and
- Register of emergency contact names and numbers for company doctor and emergency services if required.

Workers need to have access to at least one First Aider. This is a Worker who has a recognised First Aid certificate issued by an accredited First Aid training authority.

The First Aid Kit contents must be regularly checked and kept up-to-date. Refer to the form First Aid Kit.

5.7 FORMS

HS5.1 Emergency Contact List

HS5.2 Emergency Evacuation Procedures

HS5.3 Warden Emergency Evacuation Responsibilities

HS5.4 Emergency Evacuation Notice

HS5.5 First Aiders List

HS5.6 First Aid Kit contents

HS5.7 First Aid Register

6.0 – INCIDENT/ACCIDENT MANAGEMENT

6.1 OBJECTIVE

Near Misses, Injuries and work related Illness are managed, reported, recorded, investigated to ensure the appropriate action has been taken to minimise the possibility of a repeat of, or an occurrence of a similar incident. The Parish encourages all personnel to report any Unsafe Acts, Near Misses and Injuries they become aware of.

It is important to report work related Unsafe Acts, Near Miss/Injury, Illness as soon as possible after they have occurred so that corrective/preventative actions can be implemented to prevent future harm to self and others.

Once the incidents have been documented, the data can be collated and regularly reviewed to establish common causes and trends.

Important Note: If a significant event occurs (e.g. Serious Harm Injury, death or significant property damage), the parish will notify the Diocesan Health and Safety Coordinator to assist and be involved in the investigation process.

6.2 DEFINITIONS

Illness

Occupational illness, disease or ailment (e.g. noise induced hearing loss).

Incident

An event that:

- a) Causes any person to be harmed; causes property damage; or affects the environment
- b) In different circumstances, might have caused any person to be harmed, caused damaged of affected the environment.

Injury

Physical harm, e.g. strain or sprain, cut, bruising.

Notifiable Injury

Any of the following injuries that require the person to have immediate treatment (other than first aid):-

- The amputation of any part of the body;
- A serious head injury;
- A serious eye injury;
- A serious burn;
- The separation of skin from an underlying tissues (such as degloving or scalping);
- A spinal injury;
- The loss of a bodily function;
- Serious lacerations

An injury that requires, or would require, the person to be admitted to a hospital for immediate treatment and an injury or illness that requires, or would require, the person to have medical treatment within 48 hours of exposure to a substance.

Near Miss

Something narrowly avoided, a lucky escape. Describes an event where no injury or property damage occurred, but where, given slightly different conditions (timing, position) damage or injury easily could have occurred.

Notifiable Event

- The death of a person; or
- A notifiable injury or illness of a person; or
- A notifiable incident.

Notifiable Incident

Means an incident in relation to a workplace that exposes a Worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- An uncontrolled escape, spillage, or leakage of a substance; or
- An uncontrolled implosion, explosion, or fire; or
- An uncontrolled escape of gas or steam; or
- An uncontrolled escape of a pressurised substance; or
- Electric shock; or
- The fall or release from a height of any plant, substance, or thing; or
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- The collapse or partial collapse of a structure; or
- Includes any other incident prescribed by the regulations

Unsafe Act

A person (often intentionally, but not always) performs an act that is inherently unsafe, e.g. Fails to wear safety glasses while working with a grinder, takes risks or short cuts, is careless, lacking attention, or horseplay.

6.3 RESPONSIBILITIES

Parish

- Preventing accidents and injury by providing a safe and healthy work environment
- Taking all reasonably practicable steps to see that all workers are aware of the incident/accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Encouraging and requiring accurate and timely reporting and recording of all incidents and injuries including the early reporting of any work related pain or discomfort;
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Investigating (with the assistance of the Diocesan Health & Safety Coordinator) all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action, responsibility and time frame are assigned;
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident
- Re-assessing risks as a result of incident investigation findings;

- Providing a treatment and rehabilitation plan (with the assistance of the Health & Safety Coordinator) that ensures a safe, early and durable return to work;
- For minor incidents, the relevant Person is responsible for:
 - Investigating an Unsafe Act, Near Miss or Injury; and
 - Establishing the cause; and
 - Implementing corrective/preventative actions resulting from the investigation; and
 - Reviewing the success of the corrective/preventative actions and rehabilitation and making improvements where required.

Workers

- Immediately reporting any work related Unsafe Act, Near Miss, Injury or Illness that has occurred to Employees, Volunteers, Contractors or members of the public
- Taking part in any rehabilitation programme developed in consultation with medical experts, and/or regulatory authorities and/or management and the injured Employee.

Contractors & Visitors

- Advise the Parish of any incident (including Near Misses).

6.4 PROCESS

To ensure timely and accurate reporting and investigation of Unsafe Acts, Near Misses, Injuries and work related Illness to assist the parish to prevent future injuries and illness, the following basic process needs to be followed:

1. Reporting and Recording

Any person, who observes an Unsafe Act, suffers a Near Miss, injury or work related Illness:

1. Must perform or seek first aid as necessary;
2. Must verbally report it to The Parish; and
3. Must complete the **Near Miss and Injury Investigation Report** and give it to the Parish Priest or Parish Finance Committee.

Following that, depending on the circumstances, perform the following:

- a) If it is an Unsafe Act:
 - I. Discuss the behaviour/action with the person concerned and report the unsafe act to the Parish.
- b) If it is Discomfort, Pain and Injury (DPI):
 - I. Fill out **Near Miss and Injury Investigation Report** and give it to your Manager.
 - II. Manager informs the Employee of the available self-help resources (www.habitatwork.co.nz) and determines whether a workstation assessment or physiotherapy consult is appropriate.
 - III. Take action as per physiotherapist and/or workstation assessment recommendation.
- c) If it is a Near Miss:

- I. Isolate the equipment/ area (depending on seriousness).
 - II. Review safety procedures immediately
 - III. Complete **Near Miss & Injury Investigation Report**
- d) If it is a Minor or Moderate Injury:
- I. Provide first aid or assist with visit to Doctor/Hospital
 - II. Isolate the equipment/area
 - III. Review safety procedures immediately
 - IV. Notify the Diocesan Health & Safety Coordinator
- e) If it is Serious Harm (notifiable injury), The Parish must ensure that the following occurs as required:
- I. Provide first aid, contact emergency services or seek medical attention, as required.
 - II. Protect the scene as much as possible (i.e. do not disturb the scene unless it is to prevent further injury or to make it safe).
 - III. The scene can be released with permission from WorkSafe New Zealand.
 - IV. Notify the Diocesan Health & Safety Coordinator immediately, who will be involved in the investigation.
 - V. The Diocesan Health & Safety Coordinator or delegate will notify WorkSafe New Zealand as soon as possible by phone and on **Serious Harm Reporting Form** within 48 hours.
 - VI. Collect witness statements to the incident, photographs or any other evidence that is available without disturbing the scene.

2. Investigating

Ensure an investigation is performed to establish the root cause. In the event of “serious harm” (notifiable injury) or a significant hazard the Parish must advise Worksafe NZ on 0800 030 040.

The Parish must:

- Ensure receipt of all relevant information (incident forms, ACC forms and medical certificates if applicable)
- Initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- Ensure any hazard that is identified as the cause of the event is eliminated or minimized in accordance with the requirements of the Health & Safety at Work Act 2015
- Ensure all corrective actions that have been identified are carried out within the specified time frame
- Prepare step two of **Incident Report & Investigation**.

3. Investigation Reporting

- a) Complete Step 4 of **Incident Report & Investigation** and update the Incident Register; and
- b) File all documentation.
- c) Report findings at the next Committee meeting for review and comment.
- d) The investigation report will be reviewed by the Parish to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

6.5 REVIEW OF INJURY DATA

Review collated incident and injury information at least annually to enable an understanding of the scope of any injury issues across the whole workplace, to identify trends, and to prioritise injury prevention initiatives and resources.

6.6 FORMS:

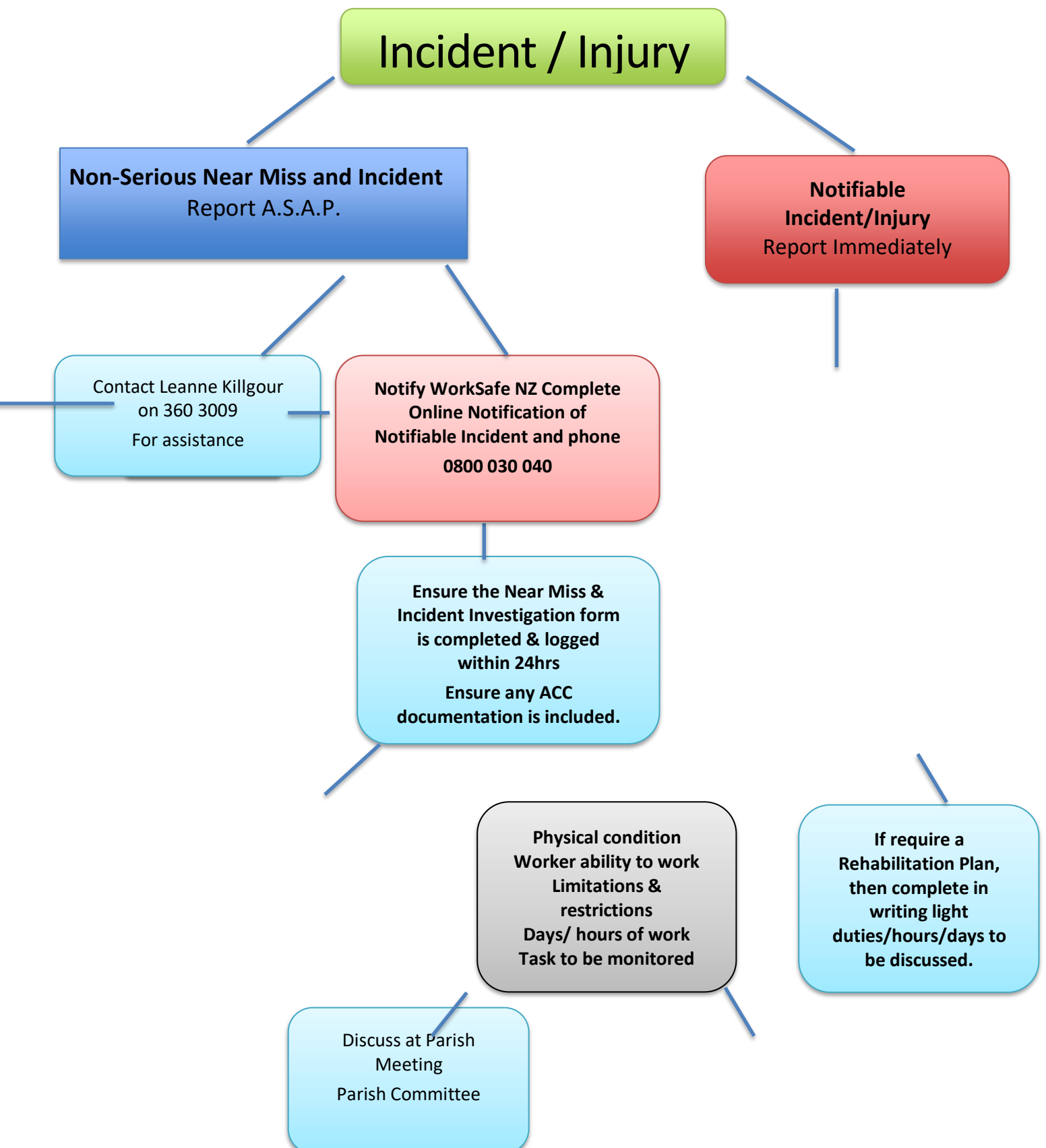
HS6.1 Near Miss and Injury Investigation Report

HS6.2 Serious Harm Reporting Form (WorkSafe New Zealand)

HS6.3 Near Miss/Injury Register

Incident & Injury Reporting

Overview of the Incident Investigation and Reporting process.



7.0 - Contractors and sub-contractors

7.1 OBJECTIVE

Under the new Act the Parish has important legal obligations to monitor and supervise the activities of Contractors with regard to the health and safety aspects of their work. When the Parish engages Contractors to perform work on their behalf, they have a responsibility to ensure a systematic approach is used to ensure that all Contractors, Sub-Contractors and their Employees do not cause harm to themselves or to Parish Workers while undertaking the work required by the contract.

7.2 DESCRIPTION

Contractors are often unfamiliar with the workplace and are used to perform work with specific skills and/or equipment. For these reasons they may not have knowledge of the hazards they may be exposed to, or may introduce new/additional hazards to the workplace and the existing workforce.

7.3 RESPONSIBILITIES

Parish Priest and Parish Finance Committee

- Ensure all contractors are approved via correct CDA processes and inducted into the Parishes health and safety requirements for Contractors;
- Manage and monitor the safety performance of Contractors; and
- Only use approved Contractors.

Workers

- Report to Parish Priest or Parish Finance Committee any unsafe conditions / activities / behaviours undertaken by Contractors.

Contractors & Visitors

- Follow all Parish health and safety requirements as required; and
- Work safely and do not injure themselves or others affected by their work; and
- Follow the requirements and procedures described in any approved health and safety plans; and
- Advise the Parish of any hazards identified, how they will be managed/controlled; and
- Advise the Parish of any incident (including near misses).

7.4 PROCESS

Selection and Management of Contractors

EMERGENCY SHORT TERM AND / OR LOW RISK WORK (THE ODD JOB) AND/OR REGULAR WORK I.E. CLEANING AND GROUNDS MAINTANCE)

Short Term and/or Low Risk Contractors, who have not gone through the selection and approval process, (e.g. there for an hour fixing an electrical plug or a tap washer), shall be signed in and inducted by a Representative from the Parish, meeting with them, escorted to the area they are working, monitored (not watched) and escorted from the premises. At a minimum the induction shall include:

- Hazards and no-go areas;
- Emergency evacuation procedures;
- Requirements to report accidents and hazards; and
- Provision of First Aid.

ALL OTHER CONTRACTOR WORK (HIGH RISK/LONG TERM)

Selection of a Contractor

Ensure correct processes have been followed as per the Diocesan Norms in regard to all major works (i.e. new roof, building extensions, extensive refurbishments) at the parish. The proper management of Contractors starts with the process of selection. Getting the right Contractor for the job is paramount. The Parish is required to work with the Diocesan Property Department to ensure that Pre-Qualified Contractors are used for longer term and higher risk work.

Before the Contractor Commences Work

The Parish must liaise with the Diocesan Property Office to ensure that there is a documented safety agreement between the Pre-Qualified Contractor and the CDA, with specific reference to:

- Adherence to the current Health and Safety Legislation;
- Abiding by the Contractor Safety Standards agreed by Parish during the Pre-Qualification; and
- An understanding of the consequences of non-compliance to the above.

The Contractor is also required to provide a Site Specific Safety Plan (SSSP), or a Methodology for the project, as to how the Health and Safety on the site is going to be managed throughout the contract. If this is given direct to the Parish contact person, then this must be forwarded on to the Diocesan Property Department for review.

Health & Safety Checks throughout the Contract Period

The Parish is to ensure that the work being completed by the Contractor is conducted in a healthy and safe manner. To do this, the Parish needs to meet daily/weekly with the Contractor or Project Manager to get assurance that all health and safety aspects of the contract are being met and are up to the legal standards (this should be a written record). For really large high risk projects the Diocese will use a specialist firm to carry out systematic inspections and audits.

Risk Based Approach

Where a piece of work is to be completed by a Contractor but is not catered for in the current Risk Register, a Risk Assessment of the new hazards identified needs to be done. Health and safety controls established from the assessment need to then be agreed, communicated and implemented and before work starts.

If it does not look right it probably isn't. The Parish must stop work and discuss the concern with the Contractor before work can proceed, or seek advice from a Health and Safety Professional.

Visitor / Contractor Process

VISITOR TYPE

Contracted Visitors

Accountant, Sales rep etc.

Who will be supervised during their visit and/or who will not be entering locations or conducting activities that might expose them to hazards.

PROCESS

- Report to office.
- Complete Visitors Register.
- Familiarise with Emergency Evacuation Procedures.

Short Term & Regular Maintenance and Repair

Plumber, Electrician, Handyman, Cleaner, Ground maintenance etc.

- Report to reception.
- Complete Visitors Register.
- Familiarise with Emergency Evacuation Procedures.
- Induction.
- Complete Low Contractor induction Checklist.

Long Term or Large Activities

New Building, Additions, Refurbishment, Installation Project etc.

Procedures required are likely to include entering into a formal contract outlining Contractor health and safety responsibilities and expectations (under guidance of the Diocesan Property Department), including any or all of the following:

- Confirmation that the Contractor and Contractor Workers have necessary competencies – These are Pre-qualified CDA Approved Contractors;
- Induction;
- Completed Contractor Induction Checklist; and
- Monitor (not watched) Contractor health & safety performance throughout the contract.

7.5 CONTRACT DOCUMENTS

Contractors should be requested to provide evidence of their insurance cover and competency to undertake the work e.g. trade qualifications, licences, etc. prior to their engagement. This will assist in ensuring the work is performed safely and the operations of the Parish are not adversely affected by the contractor's inability to perform the work in a safe manner.

7.6 CONTRACTOR INDUCTION

Medium or High Risk Contractors

Medium/High Risk Contractors shall be signed in and inducted by either the project manager or Diocesan Property Manager.

7.7 FORMS

HS7.1 Low Risk Contractors Induction Checklist

HS7.2 Contractors Monitoring Checklist

8.0 - Training and Induction

8.1 OBJECTIVE

To ensure all Workers are informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace. All Workers are to participate in a safety induction on commencement of employment. The Parish will ensure that their Workers have specific knowledge and sufficient training concerning use of and management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

8.1 PROCESS

New employees and volunteers to the Parish will be inducted by reading the "Worker Health & Safety Booklet" and signing the acknowledgement page and completing the Worker Induction Checklist.

8.2 FORMS:

HS8.1 Worker Health & Safety Booklet

HS8.2 Worker Induction Checklist

9.0 – Worker/Volunteer Participation

9.1 OBJECTIVE

The Parish will ensure Parish Workers have the opportunity to be proactively involved in the implementation, development, monitoring, review and planning of health and safety policies, systems and practices to ensure a mentally and physically safe and healthy workplace; and to promote a positive health and safety culture.

Participation practices will provide Workers with:

- ongoing ways to raise health and safety concerns;
- get and share information about health and safety issues;
- offer suggestions for improving health and safety;
- contribute to decisions which affect work health and safety; and
- be kept informed about health and safety decisions.

9.2 FORMS

HS9.1 Health & Safety Agenda and Minutes

10.0 Annual Reporting to the Diocese

The parish will submit annually, an Annual Health & Safety Report, which will provide confirmation to the Diocese of health and safety practices within the Parish. This report will be due by 30 June each year and will cover the period 1 April to 31 March.

HS10.0 Annual H&S Report to Diocese

10. Appendices – forms

Simpson Grierson letter – Liability of Volunteer Officers

HS3.1 – Health & Safety Policy

HS3.2 – Drug & Alcohol Policy

HS3.3 – Rehabilitation Policy

HS3.4 – Disruptive Persons Policy

HS3.5 – Lock up Procedures Policy

HS3.6 – First Aid Policy

HS3.7 – Discomfort Pain Injury (DPI) Policy

HS3.8 – Manual Handling Policy

HS4.1 – Risk Analysis

HS4.2 – Hazard Register – Church

HS4.3 – Hazard Register – Office

HS4.4 – Hazardous Substance Register

HS4.5 – Hazard Notification Form

HS4.6 – Site Safety Checklist – Church

HS4.7 – Site Safety Checklist – Office

HS4.8 – Visitor Register

HS4.9 – Hazard Notice – Visitors

HS5.1 – Emergency Contact List

HS5.2 – Emergency Evacuation Procedures

HS5.3 – Emergency Evacuation Notice

HS5.4 – First Aiders List

HS5.5 – First Aid Kit – Contents

HS5.6 – First Aid Register

HS6.1 – Near Miss and Injury Investigation Report

HS6.2 – Serious Harm Reporting Form (Worksafe New Zealand) – *separate form*

HS6.3 – Near Miss/Injury Register

HS7.1 – Low Risk Contractors Induction Checklist

HS7.2 – Contractors Monitoring Checklist

HS8.1 – Worker Health & Safety Booklet – *separate booklet*

HS8.2 – Worker Induction Checklist

HS9.1 – Health & Safety Agenda and Minutes Form

HS10.1 – Annual Health & Safety Report to Diocese



16 February 2017

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Liability of Volunteer Officers under Health and Safety at Work Act 2015

1. As requested, we have considered the implications of the new health and safety legislation (Health and Safety at Work Act 2015 (HSWA)) for **Officers** who are volunteers.
2. An Officer is someone who is occupying a position which allows them to exercise significant influence over the management of the business, i.e. a volunteer Board or Committee member, including possibly volunteers on a parish or similar safety committee.
3. The position is that volunteer Officers have an obligation of due diligence and a duty to take care that what they do is done safely.
4. However, the HSWA specifically provides in section 51 that a **volunteer Officer does not commit an offence** for a failure to comply with a duty imposed by the HSWA. This means that volunteer Officers cannot be prosecuted for breaching their duty of due diligence.
5. The Act sought to draw a balance between imposing obligations on Officers, and what would be a severe disincentive to volunteers serving as Officers on organisations if they were subject to prosecution, jail sentences and significant fines for breach of these obligations.
6. A useful summary from WorkSafe of the obligations of volunteers, and confirming that volunteer officers cannot be prosecuted for failing to meet their obligation of due diligence, is attached, or see: <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/position-statements/health-and-safety-of-volunteers-at-work>.
7. As this summary also highlights, where the organisation is a purely volunteer organisation, i.e. a group of volunteers working together for a community purpose and on a voluntary basis, which does not have any employees, then the HSWA will not apply to it. The Act also does not apply to a casual volunteer.
8. If the organisation is not such a volunteer organisation, so does have some employees, as well as volunteers, it will have the same duties as other Persons Conducting a Business or Undertaking (PCBUs) but the volunteers who are Officers, whilst still

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having a duty of due diligence, cannot be prosecuted under the HSWA if they do not meet their duties as Officers.

9. A volunteer who is not an Officer (so not exercising influence) but who regularly works for a PCBU with its knowledge and consent and is carrying out work that is an integral part of the business (so not a casual volunteer) will have the same duties that a worker has. These include to take reasonable care for their own health and safety, as well as for others. A volunteer worker who breaches that duty can be prosecuted.

Summary of responsibilities/obligations


10. Overall responsibilities and obligations under the HSWA, including by individuals within RCB/CDA/Parish, are summarised below. Although this letter is primarily directed at the position in relation to volunteer Officers, to ensure there is appreciation of the other categories of individuals/entities with obligations, these are included in the summary below.
 - (a) **Volunteer workers** (eg those regularly carrying out unpaid work for a parish) have the same obligations as an ordinary worker, to take reasonable care for their own health and safety as well as for others.
 - (b) **Volunteer Officers** (including Board members, and possibly Parish Committee members, if they are exercising significant influence over the management of the business) have a duty to exercise **due diligence** to ensure RCB/CDA/Parish complies with its duties as a PCBU. However, the Volunteer Officers cannot be prosecuted for breaching their duty of due diligence.
 - (c) As a **PCBU**, RCB/CDA/Parish has all the obligations of a PCBU imposed by the HSWA, including to:
 - (i) ensure, so far as is reasonably practicable, the health and safety of its workers;
 - (ii) ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking;
 - (iii) where RCB/CDA/Parish manages or controls a workplace, to ensure so far as is reasonably practicable that the workplace is without risks to the health and safety of any person.

As a PCBU, RCB/CDA/Parish can be prosecuted for breaching its duties.
 - (d) **Officers** (not volunteers but paid workers exercising significant influence over the management of the business) of RCB/CDA/Parish will have a duty to exercise **due diligence** to ensure RCB/CDA/Parish complies with its duties and obligations, and can be prosecuted for breach of this duty.
11. In terms of what is required by the obligation of due diligence, the HSWA sets out what this obligation includes, including taking reasonable steps to:
 - (a) acquire, and keep up to date, knowledge of work health and safety matters;



- (b) gain an understanding of the nature of the operations of the business or undertaking of RCB/CDA/Parish, and generally of the hazards and risks associated with those operations;
 - (c) ensure that RCB/CDA/Parish has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of its business;
 - (d) ensure that RCB/CDA/Parish has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information;
 - (e) ensure that RCB/CDA/Parish has, and implements, processes for complying with any duty or obligation it has under the HSWA; and
 - (f) verify the provision and use of the resources and processes referred to in paragraphs (c) to (e) above.
12. We trust this is sufficient for present purposes, however we are happy to clarify any aspects further.

Yours faithfully
SIMPSON GRIERSON



Graeme Christie
Partner

HS3.1 Health and Safety Policy

The [insert parish name] is committed to providing and maintaining a safe and healthy environment for its workers (employees, volunteers, visitors, contractors, parishioners) and all persons using the premises.

To assist it to provide a safe and healthy environment, the Parish will develop and maintain Health and Safety Practices. Specifically, we will:

- Set health and safety objectives
- Annually review health and safety objectives
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action
- Identify all existing and new hazards and take all practical steps to eliminate, isolate or minimise the exposure to any hazards deemed to be significant
- Ensure that all workers are made aware of the hazards in their work area and are advised to be aware and take care
- Encourage worker consultation and participation in all matters relating to health and safety
- Promote a system of continuous improvement, including the annual review of policies and procedures
- Meet our obligations under the Health and Safety at Work Act (2015), the Health and Safety at Work Regulations 2016, Codes of Practice, and any relevant Standards or Guidelines.

Every worker of the [insert parish name] is expected to share in the commitment to proper health and safety standards.

- Every Parish Priest and Parish Finance Committee has a responsibility for the health and safety of those workers working under their direction
- Each worker is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - Observing all safe work procedures, rules and instructions
 - Ensuring that all incidents, injuries and hazards are reported to the Parish Priest and Finance Committee
 - Take reasonable care for own health and safety
 - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.

Parish Priest

Date

HS3.2 Drug and Alcohol Policy

The use of alcohol or illicit drugs while working will not be tolerated for any [name of parish] employee.

When at work:

- The Parish will not allow any Worker to report for work in such a condition that the employee is unable to perform his/her duties properly and safely. An individual who attempts to function while under the influence of drugs or alcohol risks their own safety and the safety of others
- If the health or safety of an individual is endangered a manager may choose to remove the instigating employee from a work place
- Any Employee found to be under the influence of alcohol or illicit drugs, will be subject to the disciplinary procedures for misconduct
- If you suspect that prescription drugs may affect/be affecting another employee's work performance, you must notify your Manager as soon as possible
- When the possession or consumption of illicit drugs is suspected in Parish premises, property or time, the matter will also be treated as a security issue

Social Occasions:

- The consumption of alcohol is acceptable at social occasions when authorised by the Parish.

Contractors:

- It is unacceptable for any person contracted to provide a service to the Parish to be affected by alcohol and illicit drugs while working on the Parish's worksite.
- If you suspect that prescription drugs may affect/be affecting a contractor's performance, you must notify your Manager as soon as possible.
- If a Contractor's behaviour on a Parish worksite is found to be unsafe, they may be removed from the workplace so as not to endanger their own safety and the safety of others.

Parish Priest

Date

HS3.3 Rehabilitation Policy

The Parish is committed to preventing illness and injuries at the workplace by providing a safe and healthy workplace environment for its Workers. Injury or illness may still occur, as may off-the-job injuries. The Parish will assist Workers to recover from work and non-work-related personal injury or illness as quickly and as safely as possible.

Purpose

The purpose of this policy is to ensure that

- Injured Workers have the best opportunity for optimum recovery and rehabilitation, an early return to work and the resumption of their normal lifestyle without undue delay;
- The impact of the injury on the Worker's life and capacity to work is minimized.

Responsibilities

The Parish is responsible for:

- Ensuring that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993
- Identifying, in conjunction with the Worker, suitable alternative duties or changes to hours, where possible, to enable an early return to work for the Worker;
- Monitoring the Worker's progress towards recovery and the suitability of alternative duties, changes to hours, or limitations on normal duties;
- Ensuring that weekly compensation or sick leave entitlements are paid during periods of incapacity in accordance with the Worker's employment agreement;
- Remaining in contact, and providing support as appropriate, with a Worker who is off work for an extended period of time as a result of work-related injury, non-work related injury or illness.

Workers are responsible for:

- Notifying their manager immediately when they are injured, have a work-related or personal injury or are suffering pain/discomfort symptoms at work;
- Participating, where appropriate, in the development and implementation of an appropriate return-to-work plan which may require alternative duties and/or partial hours;
- Providing the relevant medical certificates and copies of completed ACC forms to the Parish Priest or Parish Finance Committee.

Parish Priest

Date

HS3.4 Disruptive Persons Policy

This policy is to give guidance to Parish Workers, who may come across disruptive persons, to protect themselves if a situation, beyond their control arises.

This applies to all Workers whether at the parish or out in the parish community.

Responsibilities

The Parish is responsible for:

- Ensuring workers are aware that this kind of behavior will not be tolerated and they are to feel that their safety and health is paramount to the Parish
- Taking reasonably practicable steps to ensure workers are aware of what to do to protect themselves should the need arise
- Providing assistance as required at the time of an incident occurring

Workers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others
- Being aware of policy and who to gain assistance from when required
- Advising the Parish Priest if they feel unsafe with any parishioner or visitor
- Reporting any incident that occurs and completing incident forms

Information for Workers

Workers are not expected to take verbal or physical abuse from any person. If a situation arises within the parish boundaries, you are to follow the procedures outlined below:

- Remove yourself from the incident and get into a safe position; and/or
- Call for help; and/or
- Call 111 for Police assistance – if you feel physically threatened and fear for your safety.

Parish Priest

Date

HS3.5 Lock Up Procedures

Purpose

To provide consistent procedures for dealing with situations in which workers must secure the safety of the premises, confidential material and workers when locking up.

Responsibilities

The Parish is responsible for:

- Ensuring workers are aware of procedures when locking up the premises and when working alone;
- Making sure all workers are trained and aware of what their responsibilities are when securing the office or church buildings;
- Providing workers with sound knowledge of security around the office and church

The Workers are responsible for:

- Following the below stated lock up procedure at all times.

Procedures:

- Always advise someone that you are going to lock up the Church
- Carry your mobile phone
- Call out to see if anyone is inside and look for anyone hiding (if you are confronted by someone, leave immediately and get assistance)
- Lock doors and turn on alarm

Parish Priest

Date

HS3.6 First Aid Policy

Purpose

The Parish has a responsibility to take “reasonably practicable” steps in providing effective first aid arrangements and to ensure safe and consistent care is taken when first aid may be required in the Parish.

Responsibilities

The Parish is responsible for:

- Ensuring appropriate first aid supplies are provided at the Parish Office, Church and Parish Hall
- Ensuring that first aid supplies are accessible to all workers and parishioners at the Parish
- Ensuring that the parish has qualified first aiders and that they receive the relevant refresher training when required
- Displaying a list of trained first aiders with the first aid kits
- Ensuring any first aid administered is recorded i.e. in a notebook in the first aid kit

Parish Priest

Date

HS3.7 Discomfort Pain Injury (DPI) Policy

Discomfort Pain Injury (known as DPI) has been previously referred to as Occupational Overuse Syndrome or Repetitive Strain Injury.

Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues.

Purpose

The purpose of this policy is to ensure that

- Workers who use computers are doing so in a way which minimizes risks to their health and wellbeing;
- Equipment and furniture provided by the Parish is of a quality and standard which allows Parish Workers to carry out their work in a safety and comfort.

Parish Responsibilities

The Parish will:

- Consult Workers when purchasing furniture for their use;
- Purchase ergonomically effective work stations, chairs and other furniture, at a reasonable cost;
- Maintain furniture, fittings and equipment in a state which is fit for purpose;
- Provide training at induction on ergonomic issues, and when furniture purchase is being considered;
- Encourage Workers to set their work station up ergonomically and to use correct posture;
- Provide equipment and/or training for to help minimize risks in manual handling;

Worker's responsibilities

Workers must:

- Adjust workstation equipment to maintain a comfortable body position;
- Make their needs known to their manager in terms of furniture and equipment which is safe and comfortable to use;
- Report any hazards associated with the equipment used for a task;
- Report early symptoms to the Parish;
- Take mini-breaks and practice stretching or exercises at intervals to reduce muscle tension from keyboard or other office work.

Parish Priest

Date

HS3.8 Manual Handling Policy

Purpose

To provide a starting point for the identification, assessment, prevention and control of hazards and risks associated with manual handling in the parish. Manual handling is defined as “any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any animate, or inanimate object”.

Responsibilities

The Parish is responsible for:

- Identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to workers;
- Providing information and training for workers about the hazards they are exposed to or that they may create and what controls are in place.

The Workers are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety and that of others, when carrying out manual handling tasks
- Being familiar with current best practice for manual handling.

Procedures:

- **Start Warm** - Before we start lifting heavy or awkward objects our bodies need to be warm and ready to go. We need to do a few exercises and stretches to get the body moving and ready for the lift.
- **Get ready** - There can be a number of risks and hazards in our work environment or the object we're about to lift may be heavier than expected. Scanning the environment and planning the lift helps us minimise the risks associated with it.
- **Lift** - We want to have correct physical technique with our bodies and to make a habit of this when we execute a lift i.e. bend at the knees. Ensuring that we are using the correct muscle groups to power the lift and maximising our 'power zone' are vital components to these habits.
- **Move and Place** - The lift doesn't finish once we have the object in our hands. Using our feet to move and face where we are going to place the load minimises the extra strain as we place the object where it needs to go.

SOURCES:

Code of Practice for Manual Handling - WORKSAFE

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice>

Parish Priest

Date

HS4.1 Risk Analysis

Risk analysis is the process of eliminating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and consequence (impact) scales below.

LIKELIHOOD

SCALE	SCORE	FREQUENCY OF ACCIDENT OR ILLNESS
Rare	1	May occur only in exceptional circumstances (e.g. less than 5% chance of occurring)
Unlikely	2	Could occur at some time (e.g. 5-29% chance of occurring)
Possible	3	Should occur at some time (e.g. 30-59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60-79% chance of occurring)
Almost Certain	5	Will occur in most circumstances (e.g. 80%+ chance of occurring)

CONSEQUENCE

SCALE	SCORE	SEVERITY OF ACCIDENT OR ILLNESS
Insignificant	1	Negligible injury or illness
Minor	2	Minor injury or illness requiring minor first aid and/or less than 1 week's recovery
Moderate	3	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1 – 6 weeks' recovery
Major	4	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks' recovery
Significant	5	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than 6 weeks'

Determine the Risk Score

	CONSEQUENCE				
LIKELIHOOD	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Significant
5 - Almost certain	5 - High	10 - High	15 - Extreme	20 - Extreme	25 - Extreme
4 - Likely	4 - Medium	8 - High	12 - High	16 - Extreme	20 - Extreme
3 - Possible	3 - Low	6 - Medium	9 - High	12 - Extreme	15 - Extreme
2 - Unlikely	2 - Low	4 - Low	6 - Medium	8 - High	10 - Extreme
1 - Rare	1 - Low	2 - Low	3 - Medium	4 - High	5 - High

Determine the Risk Score

SCORE	ACTION
Extreme	Significant Hazard – Stop Work - Urgent - reduce the risks immediately.
High	Significant Hazard - Review / develop procedures or safety plan.
Medium	Follow appropriate procedures. Review hazards and controls before starting.
Low	OK for now. Follow agreed practices. Review regularly.

Hazard Register - Church

Significant Hazards are to be Underlined

Date Last Updated: June 2016

Task/Item/Process	What Can Cause Harm	Possible Outcomes	E M	Controls (Actions to Reduce Risk)
<u>Electricity</u> <u>Electrical Equipment</u>	Electricity Faulty equipment Broken plugs	Electrocution	M	Check equipment Check leads Report any issues to Parish H&S person
<u>Wooden Kneelers</u>	Rough edges or broken footings	Cuts, bruising or sprains	E	Check kneelers for any broken wood or sharp/rough edges Check kneelers are in good working order – no loose supports etc
<u>Altar Steps</u>	Tripping up or down the steps	Bruising, Sprains Broken bone	M	Make sure parishioners are aware of steps and take care when using them If possible, install handrails
<u>Falling Objects</u>	The object	Bruising & Crushing	M	Ensure overhead projector and screens are installed by trained installers Maintenance records kept

Hazard Register - Church

Significant Hazards are to be Underlined

Date Last Updated: June 2016

Task/Item/Process	What Can Cause Harm	Possible Outcomes	E M	Controls (Actions to Reduce Risk)
<u>Changing Lightbulbs</u>	Fall from height Electricity	Bruising, Sprains Broken bones Serious Injury Electrocution	M	Ensure light switch is off before changing bulb If using a ladder (up to 3 metres high), ensure worker knows how to correctly use the ladder at height and always follow correct procedures If height is over 3 metre and a raised platform is required, ensure this work is carried out by trained personnel. Note: working at height over 4 metres is notifiable to worksafe.
<u>Use of ladders</u>	Falling	Crushing Break bone Death	M	Ensure ladder is secure/locked Ensure there are 3 points of contact Don't use on an uneven surface Do not use unsafe ladders & report defects Check ladder has non-skid feet
<u>Cleaning Chemicals</u> & <u>Rodent/Pest control</u>	Contact Breathing Reaction with other chemicals	Poisoning Burns	M	Ensure correct labelling Chemicals are stored in a locked storage cupboard Verify where traps are located Signage on traps

Hazard Register - Church

Significant Hazards are to be Underlined

Date Last Updated: June 2016

Task/Item/Process	What Can Cause Harm	Possible Outcomes	E M	Controls (Actions to Reduce Risk)
<u>Candles</u>	Flame Hot wax	Burns Cause a fire	M	When carrying candles, ensure there is guard so hot wax doesn't drip Ensure candles are extinguished completely prior to putting away Store extinguished candles in a metal container or a tinfoil lined container
<u>Power Cuts during evening Mass</u>	Parishioners tripping in the dark while exiting the church	Bruising, Sprains & Broken bones	M	Priest to ask everyone to remain seated Advise parishioners to use the torchlight on their cellphones Parishioners to exit row by row, using their cellphone torchlights
<u>Carparks entry & exiting – Peak School Times</u> (Parishes who share grounds with school)	Heavy Congestion People in a rush Being hit by a car	Bruising, broken bones Serious injury	M	Work with School to ensure there are parking wardens on duty for drop off/pick up times Parishioners/Parents made aware of car park rules i.e. drop off/pick up Where applicable have speed signage and directional arrows

Hazard Register - Office

Significant Hazards are to be Underlined

Date Last Updated: May 2016

Task/Item/Process	What Can Cause Harm	Possible Outcomes	E I M	Controls (Actions to Reduce Risk)
<u>Electricity</u> <u>Electrical Equipment</u>	Electricity Faulty equipment Broken plugs	Electrocution	M	Check equipment Check leads Report any issues to H&S Officer
<u>Racking and Storage</u>	Collapse	Crushing Broken Bones	M	Check Racking on workplace inspection Do not over load racking Ensure product is secure on racking Report any broken or faulty racking to manager
Cleaning Chemicals & Rodent/Pest control	Contact Breathing Reaction with other chemicals	Poisoning Burns	M	Ensure correct labelling Chemicals are stored in cleaners storage cupboard Verify where traps are located
Slippery or uneven surfaces	The surface	Sprains and Strains Bruises	M	Report any issues to H&S officer/Property Manager Take care in wet Signage
Falling Objects	The object	Bruising & Crushing	M	Ensure books or records areas stacked correctly Check immediate work area Regular inspection of shelving

Hazard Register - Office

Significant Hazards are to be Underlined

Date Last Updated: May 2016

Task/Item/Process	What Can Cause Harm	Possible Outcomes	E I M	Controls (Actions to Reduce Risk)
<u>Manual Handling</u>	Incorrect lifting	Sprains and Strains	M	Warm up Check that you can lift it safely Face in correct direction Legs slightly apart Bend knees
Use of ladders	Falling	Crushing Break bone Death	M	Ensure ladder is secure/locked Do not climb on shelves Do not climb on top of boxes Do not use unsafe ladders & report defects Check ladder has non-skid feet
<u>Use of computers</u>	Incorrect posture Repetitive work	Occupational Overuse Syndrome Sore neck or back Sore tendons	M	Warm up Check computer is ergonomically set up Take micropauses Take breaks hourly Report any discomfort
<u>Filing Cabinets falling over</u>	Cabinet falling over	Bruising Entrapment	M	Don't open two draws at once
Shredder	Entrapment of ties, scarves, hair etc	Strangulation	M	Secure loose clothing or hair Ensure STOP button is correctly located
Use of Guillotine	The blade	Lacerations	M	Follow SOP Ensure guard is in place

Hazard Register - Office

Significant Hazards are to be Underlined

Date Last Updated: May 2016

Task/Item/Process	What Can Cause Harm	Possible Outcomes	E I M	Controls (Actions to Reduce Risk)
<u>Driving Motor Vehicles</u>	Collision	Crushing Broken Bones Death	M	Current NZ Drivers Licence Vehicle is safe i.e. current Rego & WOF Comply with NZ Road Code Drive to the conditions Do not use your cellphone for calls or texting
Temperature	Overly hot and cold temperatures	Heat Stress, chills and colds	M	Provide adequate heating and cooling
Working Alone	Security breach, accident or emergency	Accident or attack	M	No lone working is advised before 7am and after 9pm Lone workers must ensure that the building is secure to prevent others wandering in Work undertaken should be low risk i.e. not using a ladder or moving heavy objects
Stress & Fatigue	Mental Stress / Fatigue	Headaches and irritability; mood swings; sleeplessness; heart condition	M	Remember stress is different to pressure; Maintain manageable workloads; Maintain fitness and healthy eating; If symptoms occur, report to your manager

**HS4.4 HAZARDOUS
SUBSTANCE**

CATHOLIC DIOCESE OF AUCKLAND

PAGE 1

HAZARDOUS SUBSTANCE REGISTER

Date of last review: 1/03/2016

Date next review
due:

1/06/2016

Product Name	UN No.	CAS No.	HSNO Classification	HAZCHEM Code	Container	Container Volume	Max Stored Quantity	PPE Required	Safety Data Sheet available? Y/N	Health Monitoring Required?	Emergency Plan Required? Y/N
Window Cleaner					plastic	nearly empty	1	no	no	no	Y
Kerosene	1223	Mixture	3.1C, 6.1E, 6.3B, 9.1B	3Y	plastic	1/4 full	1	no	yes	no	Y
Checkmate Ecolabe Aerosole disinfectant		Mixture			can	full	6	no	no	no	Y

Hazard Notification Form

Your name:	Date:	Location:	Notification to:
Description of hazard including significance in your opinion:		Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:			

Health and safety representative report including analysis and action taken:

Date entered into the hazard register:

--

Signature of Parish Priest or Parish Finance Committee:

--

Please note: any worker who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

HS4.6 SITE SAFETY CHECKLIST: CHURCH

	Name:		Inspection Date: __/__/__
Housekeeping/Environment	Yes ✓	No x	Comments
Walkways clean/clear and exits free of obstructions?			
No overloading of power plugs and/or power boards?			
Are cables/cords placed properly to prevent trips?			
Are RCD's (Residual current Devices) used?			
Are hazardous substances stored safely and securely? <i>(note household cleaners are not hazardous)</i>			
Is there clear and visible safety signage (exits/fire extinguisher notices/emergency procedures)?			
Is access by visitors restricted? (Signs/barriers in place?)			
Is there an up-to-date First Aid Kit and signage? <i>(note: you don't need signage if this may attract undesirables)</i>			
Are there any trained First Aiders with names displayed? <i>(note: first aiders list can be with the first aid kit)</i>			
Are there Fire Evacuation Notices?			

Housekeeping/Environment	Yes ✓	No ✕	Comments
Are there Fire Extinguishers? Are they in their test date?			
Is access to Extinguishers and Fire Hoses clear?			
Is there clear signage for Extinguishers and Fire Hoses?			
Is there a designated Fire Warden for the area?			
Has there been a Trial Evacuation in the last 6 months?			
Vehicle Access and car parking – are vehicle access ways and car parking monitored during peak mass times or school drop off/pick times?			
Are Parishioners made aware of any work/event that may cause a hazard or risk to them i.e. building work, water line work			

HS4.7 SITE SAFETY CHECKLIST: OFFICE

Work Area:	Name:		Inspection Date: __/__/__
Housekeeping/Environment	Yes ✓	No x	Comments
Is the housekeeping satisfactory and workplace tidy?			
Walkways clean/clear and exits free of obstructions?			
No overloading of power plugs and/or power boards?			
Are cables/cords placed properly to prevent trips?			
Are RCD's (Residual current Devices) used?			
Are hazardous substances stored safely?			
Do employees use hazardous substances safely?			
Do employees wear Personal Protective Equipment			
Is there clear and visible safety signage?			
Is access by visitors restricted? (Signs/barriers in place?)			
Is there an up-to-date First Aid Kit and signage?			
Are there any trained First Aiders with names displayed?			

Housekeeping/Environment	Yes ✓	No ✕	Comments
Is the lighting for work satisfactory?			
Are there Fire Evacuation Notices?			
Are there Fire Extinguishers? Are they in their test date?			
Is access to Extinguishers and Fire Hoses clear?			
Is there clear signage for Extinguishers and Fire Hoses?			
Is there a designated Fire Warden for the area?			
Has there been a Trial Evacuation in the last 6 months?			
Have personnel been trained in Manual Handling?			
Do any personnel suffer Discomfort or Pain?			
Are persons aware of how to set-up their workstations safely?			
Do persons working at work stations take regular breaks?			
Are workstations set-up correctly?			

WELCOME

Please read our conditions of entry carefully before entering this site.

Conditions of entry to this Site

Health and Safety

In accordance with the Health and Safety at Work Act and the [insert parish name] Health and Safety management practices, **visitors** must obey all reasonable instructions and signs whilst on site to ensure that their actions create no hazards or risks to people or property. Your site host will brief you on our specific health and safety requirements in the areas you are visiting. Please acquaint yourself with the evacuation point and site hazards (available in the parish office) before progressing.

Fire and Emergency

On hearing the alarm please leave the site immediately by the nearest Fire Exit. Your assembly point is [insert your assembly point]. Please report to the fire warden and remain there until the 'all clear' is given.

Assistance Required

If you require assistance please indicate this to the Parish representative at the sign in point, they will allocate someone to help you and assist you while you visit our site

Smoking

Smoking is prohibited on site.

Signature

Your signature on the Parish Visitor Register acknowledges your acceptance and understanding of our conditions of entry and our site specific hazards.

ENJOY YOUR VISIT



[insert parish name]

VISITOR REGISTER

Date	Time In	Name	Company	Assistance Required/ Assisted by	Time Out	Signature

HS4.9 Hazard Notice Visitors

[illegible]

HS5.1 Emergency Contact List

Organisation	Address	Phone Number
Medical centre		
Nearest Police Station		
[Enter Name of Alarm/Security/Monitoring Company]		
[Enter Name of Power Supply Company]		
[Enter Name of Gas Supply Company]		
Poison Centre	N/A	0800 POISON; or 0800 764 766
Diocesan Health & Safety Coordinator Leanne Killgour	Diocesan Pompallier Centre Private Bag 47904 Ponsonby	09 360 3009
WorkSafe New Zealand	PO Box 165 Wellington New Zealand 6140	0800 030 040

HS5.2 Parish Emergency evacuation Procedures

Review Date June 2016

FIRE EVACUATION SCHEME

AIMS AND OBJECTIVES

TO:

- Evacuate persons from the buildings to the agreed place of safety in an emergency.
- Ensure NZFS is aware of the location of any person still in the buildings at the time of emergency.
- Training responsible persons to carry out and control the evacuation of others and help NZFS with local knowledge.
- Educate the occupants of the buildings on procedure for safe evacuation.

FIRE EVACUATION FOLDER

A folder listing all areas and a plan of all Parish buildings is held in the office or Church for use by the Building Warden or Deputy Building Warden. During an emergency the Building Warden will record areas evacuated prior to emergency services arriving on site.

The building is divided into areas, when the fire alarm sounds, the fire wardens check and clear their allocated area and then one warden from each area reports their area status to the Building Wardens.

When the NZ Fire Service (NZFS) arrive, the folder provides a method of indicating to Fire Officers that the building has been cleared and provides the senior officer with a quick assessment for search and rescue if required.

IDENTIFICATION OF WARDENS

Wardens are to wear high viz vests.

TRAINING OF WARDENS

1. Training for wardens will consist of:
 - Induction for all new Building and Fire wardens
 - Annual refresher course
 - Six monthly practical drill

DISPLAY OF NOTICES

- Evacuation procedure notices are positioned by fire alarm manual callpoints, main exits and in public areas.
- Staff instructions will be displayed.

TRIAL EVACUATIONS

- Trial Evacuations will be conducted every six months.
- Debriefs will be conducted after any emergency or trial evacuation.

ASSEMBLY POINTS

The assembly point for the Parish is:

- [enter assembly point details]

Go immediately to the designated assembly point. Do not at any time assemble or meander around at the front of the building. This impedes the Fire Service operations.

MEANS OF ESCAPE TO BE MONITORED (Building Warden)

Checks of the means of escape will be undertaken monthly to ensure that:

1. They are kept clear of obstacles at all times; and
2. Exit doors are not locked, barred, blocked or otherwise obstructed so as to prevent occupants from leaving the building when the building is occupied; and
3. Smoke control and fire stop doors are not kept open by methods other than hold open devices that comply with the Building Code; and
4. Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate; and
5. Flammable cleaning liquid or material or any other like flammable liquid or material shall not be stored near or within any part of the building used as a means of escape from fire, and shall be in non-combustible containers with close fitting lids.

EVACUATION OF PERSONS WITH DISABILITIES

An assistance register will be:

- Continuously updated to record any persons needing assistance
- Kept with the Evacuation Folder so as to be readily accessible to the Building Warden and NZ Fire Service.

WORKER INSTRUCTIONS

IN THE EVENT OF DISCOVERING A FIRE

1. Activate the nearest fire alarm.
2. **RING THE FIRE SERVICE**
 - Dial (1) -- 111
 - Ask the Operator for “Fire Service”
 - Give the location of building and relevant details which NZ Fire Service may require
3. Clear people from the area immediately and report status to the Fire Warden.
4. Assist in the evacuation of those with disabilities. Persons with disabilities should be held back until last, in a safe place, and then assisted out.
5. Extinguish the fire if possible and await instructions from Wardens.

IN THE EVENT OF AN EVACUATION ALARM SOUNDING

1. Leave by the nearest exit.
2. If required, assist in the evacuation of those with disabilities and visitors. Persons with disabilities should be held back until last, in a safe place, and then assisted out.
3. Assemble at the assembly area listed on the emergency procedures notices.
4. Await instructions from your fire Wardens.

NOTE: If persons in the building refuse to move, do not use force. Simply take their name (if known) or note their location, description & hand to the Building Warden.

EARTHQUAKE PROCEDURES

ACTIONS DURING AN EARTHQUAKE

During the shake:

1. Keep Calm, do not run out of the building.
2. Move away from the windows and outside walls. Be aware of large or heavy objects that may fall on you.
3. Drop, Cover, Hold - Take shelter under solid furniture or a solid doorway.
4. Be prepared for aftershocks.

NOTE: The Shaking may cause the Fire Alarm to activate on its own. Do not evacuate the building until the shaking has stopped.

Immediately after the Shake:

1. Stay calm and assist persons who panic. Try and stay together at all times.
2. Account for all persons who work in your area and assess for injury.
3. Move carefully and check your area for hazards, eg. Fire, gas leaks, etc. and turn off electrical sources or gas taps if able to do so.
4. Evacuate if instructed to do so and meet at the assembly point.
5. Listen to the radio for Civil Defence instructions.

If you are out of the Parish Office (i.e. banking or running errands) during an Earthquake:

1. Make your way home, do not return to the office.
2. Your Parish Priest will contact you within 48hrs to confirm that you are safe.

BOMB THREAT – EXPLOSIVES

When a bomb threat is received or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

1. Do not touch or move any suspicious object. Treat any unusual or suspicious objects as a bomb as they can be made to resemble almost anything. The Police will determine the action to take with the object.
2. Keep Calm.
3. Keep the person talking – don't interrupt; let them feel in charge – keep the person on the line and don't hang up:
 - Listen for any background noise.
 - Get details of where the bomb is placed.
 - Ask what time the bomb is going to explode.
 - What type of bomb it is.
 - How long the bomb has been in place.
4. If you discover an unusual object, don't touch or tamper with it.
 - Evacuate the building and immediate area.
 - Secure and prevent access to the building and surrounding area.
 - Notify the Police.
 - Stay calm and only tell those persons who need to know.
 - The Police will then determine what is to be done.
5. Evacuation should be verbal warning. Do not activate the fire alarm.

NOTE: Don't touch it, Don't move it, Report it.

TERRORIST ATTACKS

THE WORLD IS CHANGING AND ACTS OF TERRORISM, LIKE SUICIDE BOMBINGS ARE INCREASING WORLDWIDE. THE PRIMARY OBJECTIVE OF A TERRORIST ATTACK IS TO CREATE WIDESPREAD FEAR.

If there is a Terrorist Attack:

- Stay calm
- Be vigilant, look for secondary hazards such as falling debris or additional attacks.
- Follow instructions of emergency service personnel.

If there is a Shooter:

- Run – leave all personal items behind, take your cellphone but switch to silent mode.
- Hide and stay quiet, lock yourself in a room, lie low on the floor.
- Play dead – drop to the ground and play dead.

VOLCANIC ERUPTION

GNS Science monitors volcanic activity and set alert levels. If a life-threatening eruption is likely to occur, a civil defence emergency will be declared and the areas at risk will be evacuated.

When a volcanic eruption is imminent:

- It is vital to keep ash out of the building, close all doors and windows, shut down air conditioning units
- Protect your electronics – shut down computers, printers, copiers etc and cover them (if possible)
- Head for home (driving) only if there is time

During a volcanic eruption:

- Protect yourself from ash, which is a health hazard – stay indoors
- Stay informed – listen to the radio for official advice, only make short urgent calls, to avoid overloading of lines
- If you are outside, seek shelter in a car or building, cover your nose and mouth with some clothing, if you wear contacts – take them out

After a volcanic eruption:

- Stay inside until ash stops falling and you have been informed that it is safe to leave the building and go home

HS5.3 PARISH EMERGENCY EVACUATION PROCEDURES

Responsibilities

BUILDING WARDEN RESPONSIBILITIES

Upon hearing the alarm:

1. Proceed to the Main Evacuation Area.
2. Uplift your Identification: **Orange Reflective High Viz Vest**, Procedures and Evacuation Board.
3. Ensure the Visitors Register and MSDS folder are available from the office.
4. Dial 111 and ask for 'Fire'. Confirm the Activation of the Fire Alarms and notify them of the type of emergency and pass on any relevant information.
5. Notify Security.

For the evacuation:

1. Receive Area Wardens reports.
2. Check the Assistance and Visitor's Registers (are all persons accounted for?).
3. Check the Evacuation Board and mark if areas Clear / Not Clear.
4. Make inquiries if no report is received from any Area Warden for any area.
5. Meet the Fire Service on their arrival, advise them of the evacuation status of the building, including the location of any person with disabilities.

Do not allow anyone to return to the building until the "All Clear" has been given by the Fire Service.

AREA WARDEN RESPONSIBILITIES

Upon hearing the alarm:

- Wear your Identification: Orange High Viz Vest (if possible)
- Assist all occupants in your area to evacuate the building by the nearest safe exit
- Watch for people with disabilities that may require assistance, appoint a suitable person to assist as necessary; and
- Stay calm and make sure ALL people leave in an orderly manner.

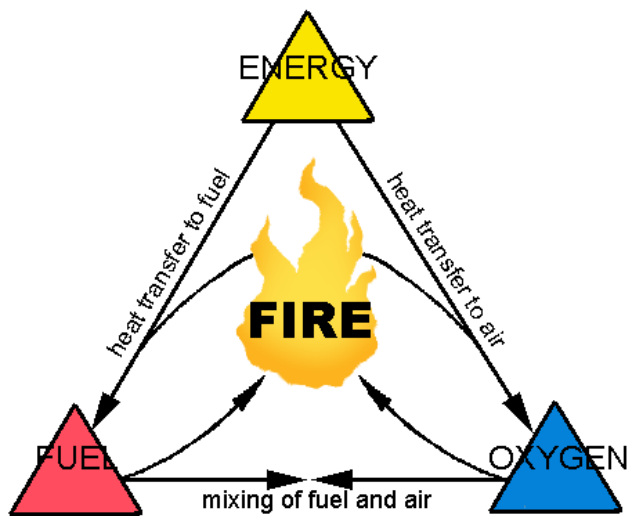
During the Evacuation

- Check all areas in your area are clear e.g. main Church, Sacristy, toilets etc. are clear
- Ensure all smoke control doors in your area are closed as you leave
- When your area is clear, report to the Building Warden at the evacuation point and advise your area (e.g. Sacristy area is clear); and
- Remain with the Building Warden for further instructions which may include manning entrances to prevent people re-entering.

Only if it is safe to do so should fire-fighting be attempted

General Information

FIRE TETRAHEDRON



NATURE OF FIRE

- In **30 seconds** a fire can be out of control.
- In **2 minutes** a Kitchen or work area can be full of thick smoke
- In **4 minutes** a house could be significantly engulfed
- The heat can be 100° at floor level and more than 700° at eye level
- Smoke and toxic gases kill more people than flames do.

GENERAL FIRE SAFETY

- Know where your Fire Exits are.
- Evacuate if you hear the alarm.
- Feel doors with the back of your hand before opening.
- Get low and crawl if there is smoke.
- Close doors behind you.
- Call 111.
- Help others.
- Stay calm.

FIRE EXTINGUISHERS

Only use a Fire Extinguisher if:

- You have raised the alarm.
- You are confident in its use
- It is safe to use (i.e. the fire is not out of control).
- You have a safe exit route.
- You have a 'safety buddy' with you.

Evacuation Procedure

BUILDING EVACUATION

If an alarm sounds in the Church, evacuate the building by the nearest safe Fire Exit and proceed to the nearest Assembly Point, keeping evacuated people clear of the structure and any Fire Service vehicles arriving at the scene. Ensure parishioners do not get in their cars and try to leave, they must wait for an all clear, even in a trial evacuation.

EVACUATION ROUTES

The main evacuation routes are:

- Through all Fire Exits doors
- Out the Main Front Door of the Church

ASSEMBLY POINTS

The Assembly point is

- [insert your parish assembly point]

PARISH OFFICE WARDENS

- Wardens during a normal week/work day are:
 - Building Warden is [insert name]
 - Area Wardens are [insert name]

CHURCH WARDENS

- Wardens during weekend and morning/evening Masses
 - Building Warden is [insert name]
 - Deputy Building Warden is [insert name] and
 - Area wardens are [insert names]

EMERGENCY FIRE EVACUATION PROCEDURES FOR USERS OF PARISH HALL & MEETING ROOMS

The following procedures are to be relayed to all users/occupants of the Parish Hall and Meeting Rooms in the Parish – at the beginning of your meeting/event.

An emergency evacuation of the building is signaled by the building alarm sounding continuously or you are otherwise made aware that an emergency evacuation is necessary i.e. you discover a fire.

In the latter case please raise the alarm by activating the nearest wall alarm N.B. Break the glass carefully with a covered elbow, stapler etc and activate the switch.

Please ensure 111 has been rung when it is safe to do so, clearly stating the name and address of the Parish [insert parish street address].

1. When the alarm sounds continuously tell meeting room occupants to evacuate the building calmly and quickly (taking no drink or food with them) by the nearest exit.
2. Main organiser of the meeting/event please check meeting room and toilets are empty, bring attendance register (if one) with you, close any fire doors (if any) before evacuating yourself.
3. The assembly place is located at [insert assembly point].
4. Ensure occupants do not get into their cars and head for home, as this could cause congestion for emergency vehicles entering grounds.

Do not leave or go back into the building until the all clear has been given

FIRE ACTION

IF YOU DISCOVER A FIRE:

WARN OTHER BUILDING OCCUPANTS

ACTIVATE FIRE ALARM AND PHONE THE FIRE SERVICE

DIAL 111

(FROM A SAFE PHONE OUTSIDE THE BUILDING)

WHEN WARNED OF A FIRE IN THIS BUILDING:

**LEAVE THE BUILDING IMMEDIATELY USING THE
NEAREST EXIT WHICH IS: marked with the below sign:**

EXIT

ASSEMBLE AT:

[enter assembly point details]

When warned of fire:

- **Assist disabled people to evacuate**
- **Follow all instructions given by wardens**
- **Do not run**
- **Use fire –fighting equipment only if no danger is involved**
- **Do not get in your car and leave**
- **Remain at the assembly area until the “all clear is given”**

HS5.5 FIRST AID TRAINERS LIST

Use this form to identify your worksite's trained first aiders. Keep this list in a prominent place for easy access in case of an emergency.

Name of First Aider	Worksite location	CPR qualified (v)	First Aid Certificate expiry date	Contact number (if applicable)

Keep this list regularly updated!

HS5.6 FIRST AID KIT CONTENTS (MORE THAN 20 PERSONS)

Contents			In Kit (✓/ x)	To Order (✓)
Information	1	First Aid Tips Guide		
	1	Accident Register / Note Book & Pencil		
	1	Hepatitis/AIDS Safety Information		
Antiseptics	10	Antiseptic Alcohol Free Wipes		
	6	Saline 30ml Eye & Wound Irrigation		
Bandages	1	Bandage (Crepe) – 50mm x 4.5m		
	2	Bandage (Crepe) – 75mm x 4.5m		
	1	Bandage Triangular – 110mm x 110mm		
	1	Retention Bandage, Gauze – 80mm x 4m		
	1	Conforming Gauze – 75mm		
Eye Products	2	Eye Pads Sterile – 60mm x 75mm		
Hardware	12	Safety Pins (Pkt 1)		
	1	Scissors – Stainless Steel 13cm		
	1	Splinter Probes – Strips of 5		
	1	Tweezers, Stainless Steel – 8cm		
Plaster Dressings	1	Plasters, Aeroplast Plastic, box of 50		
Protection	1	Butterfly Closures Strip of 4 (Steri Strips)		
	1	CPR Face Shield		
	1	Disposable Gloves (pack of 6 pairs)		
Tapes	1	Mini Grip Plastic Bag for Soiled Dressings		
Wound Care	1	Tape, Transparent – 25mm x 5m		
	1	Dressing strip, Aeroplast, 75mm x 1m		
	2	Combined Dressing Sterile 100mm x 100mm		
	1	Combined Dressing Sterile 200mm x 200mm		
	2	Sterile Dressing – 75mm x 50mm		
Injury Care	2	Ice Packs		

Signed: _____

Dated: _____



HS5.7 First aid register

This form can be used to record details of situations where first aid treatment is administered.

Employee's Name	
Department/Work Area	
Date of Treatment	
Time of Treatment	
First Aider	
Description of Injury	
Treatment Provided	
First aid items used	<p>Reminder: replenish the first aid kit with disposed of items.</p>

If a work-related accident has occurred, please complete your organisation's Accident Report Form or the Department of Labour's *Form of Register or Notification of Circumstances of Accident or Serious Harm*.

HS6.1 NEAR MISS AND INCIDENT INVESTIGATION REPORT

Step 1: Injured/Affected Person to complete

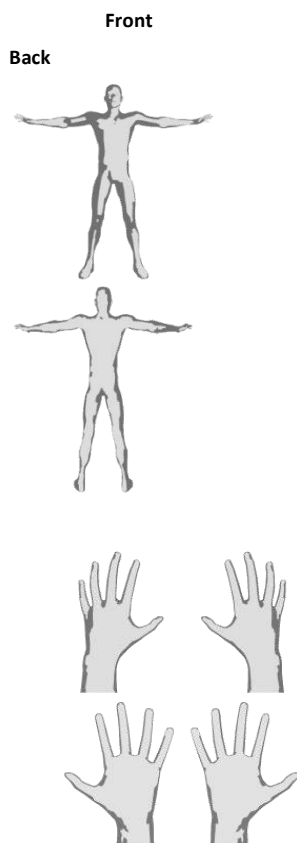
☐ Environment ☐ Unsafe Act ☐ Near Miss ☐ First Aid ☐ Medical ☐ Illness ☐ Other

Name:		Date of Incident		Time of Incident	
Position:		<input type="checkbox"/> Public <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Client			
Site:					
Phone Number:		Did the incident happen?			

Treatment Details: ☐ None ☐ First Aid ☐ Dr ☐ Physio ☐ Hospital ☐ Other:

Injury Details – Body Part

Shade/circle the part of the body that is injured.



Injury Type (☑) More than one item can be selected.

<input type="checkbox"/> Early report of discomfort (DPI)	<input type="checkbox"/> Dental Injury
<input type="checkbox"/> Aches/Pain (gradual)	<input type="checkbox"/> Dermatitis
<input type="checkbox"/> Aches/Pain (sudden)	<input type="checkbox"/> Dislocation
<input type="checkbox"/> Amputation	<input type="checkbox"/> Fatal
<input type="checkbox"/> Broken Bone	<input type="checkbox"/> Foreign Body (<input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear)
<input type="checkbox"/> Bruising (incl. crushing)	<input type="checkbox"/> Inhalation Disease (Asbestos/Lead)
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Hearing loss (Noise Induced)
<input type="checkbox"/> Chemical reaction	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Choking/Suffocation	<input type="checkbox"/> Strain/Sprain
<input type="checkbox"/> Concussion/Head Injury	<input type="checkbox"/> Multiple Injuries
<input type="checkbox"/> Cut (infected)	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Cut (not infected)	<input type="checkbox"/> Environmental
<input type="checkbox"/> Other	

What happened?

What do you think caused or contributed to the incident? (Ask why 5 times)

Injured/Affected Person's Signature:

Date:

P.T.O

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Step 2: Manager to complete**Information Collection**

Write down what you have found out about the injury/incident.

Analysis

List the factors and hazards that contributed to the incident/injury.

Action

What action needs to be taken to prevent a similar incident/injury happening again?

Is this injury a Serious Harm? ☐ Yes ☐ No (Refer to section 8.4)

(If yes, **the Manager** will report to WorkSafe New Zealand as soon as possible on 0800 030 040 and in writing on the prescribed form within 7 days). Also contact All About People on 0800 023 789 for advice.

Comments:

Signed:

Date:

Step 3: Health and Safety Coordinator to complete

<input type="checkbox"/>	All Actions Completed?	<input type="checkbox"/>	Relevant Personnel Notified?	<input type="checkbox"/>	Incident Register Updated	<input type="checkbox"/>	Hazard Register Updated
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Comments:

Signed:

Date:

HS7.1 Low Risk Onsite Induction – Contractors

Explain and show the Contractor:

Contractor/Visitor sign-in and sign-out requirements	
Emergency Procedures	
Layout of the workplace, including emergency equipment and exits	
Location of First Aid supplies	
The process for reporting and recording Injuries and Near-Miss Events	
The specific hazards to which you might be exposed	
Catholic Parish's policy on smoking and compulsory wearing of appropriate Personal Protective Equipment	
Any hazards you might bring on site and your method of control	

Signed:**Name:**

(Person Conducting Induction)

(Print)

Position:**Date:**

Your Hazard (e.g. ladder)	How will you control it? (e.g. isolate area while using)

Please use a separate sheet, if necessary, to capture all hazards you will bring onto site

I, _____ (Name),

a Contractor/Worker of _____ (Company Name) hereby certify that I have read or had explained to me, understand and accept the on-site Health and Safety Procedures and take up my contract with the intention of observing these conditions.

Signed:**Date:**

HS7.2 CONTRACTOR MONITORING CHECKLIST

Contractor:	Type of Work:	
Assessed by:	Location of Work:	
Signature:	Date:	Time:

Contractors Requirements

Site Specific Safety Plan (if applicable)	Achieved Yes/No	Comments
Written plan available on-site		
Defined responsibility for H&S		
Evidence of planning and review		
Hazard Management	Achieved Yes/No	Comments
Hazards identified for job		
Hazard appropriately controlled		
Hazards regularly assessed		
Permit(s) to work considered/issued		
Hazards communicated to parties		
Site housekeeping		
Training & Supervision	Achieved Yes/No	Comments
Staff on-site appropriately trained for work		
Supervision of staff not adequately trained		
Training in all PPE, plant and chemicals used		
Certification available for necessary tasks e.g. electrical, scaffolding, Forklift		

Injuries/Near Miss	Achieved Yes/No	Comments
Reporting procedure in place.		
Serious harm reporting procedures including notification to the Principal		
Trained First-Aider on site		
Near misses reported		
Emergency Procedures	Achieved Yes/No	Comments
Plan for all likely emergencies		
Allocation of responsibilities		
Training performed in emergency plan/s		
Sub Contractors	Achieved Yes/No	Comments
Health and Safety standard for all contractors		
Monitoring of contractors performance		

Details where health and safety performance is not satisfactory:

HS8.2 WORKER INDUCTION CHECKLIST

Employee/Volunteer Name:	Start Date: ____/____/____	
Location(s) Working In:		
Parish Representative Responsible for Induction:		
<ul style="list-style-type: none"> Check off each item as person is inducted. Check for understanding of each item briefed on. 		
Parish Contact Names:	Date Completed	Employee Signature
<ul style="list-style-type: none"> Personnel are aware of who is in charge of Health and Safety for the Parish? 		
<ul style="list-style-type: none"> Personnel are aware of their work area First Aider names, location and contact details? 		
<ul style="list-style-type: none"> Personnel are aware of who their work area Emergency Warden is? 		
Parish Health and Safety Policies and Rules:	Date Completed	Employee Signature
<ul style="list-style-type: none"> Health and Safety Policies (Worker H&S Booklet) 		
<ul style="list-style-type: none"> Emergency response procedures (e.g. fire and evacuation, earthquake, chemical/substance spill, bomb, robbery etc as appropriate). 		
<ul style="list-style-type: none"> No alcohol or illicit drugs allowed on site. 		
<ul style="list-style-type: none"> Near Miss and Injury Reporting – take immediate action on those created by the works being undertaken. Reporting process and documentation discussed and understood. 		
<ul style="list-style-type: none"> Unsafe Act and Hazard Reporting – take immediate corrective action on identified hazards. Reporting process, documentation and good housekeeping practices at all times discussed and understood. 		
<ul style="list-style-type: none"> Discuss Parish responsibilities under the Health & Safety in Employment Act (Worker H&S Booklet). 		
<ul style="list-style-type: none"> The Parish is a “smoke free” workplace 		
<ul style="list-style-type: none"> Discuss safety requirements for visitors and contractors coming into work areas. 		
Hazards in the Workplace:	Date Completed	Employee Signature
<ul style="list-style-type: none"> Review and ensure the new employee understands the relevant hazards and the safe behaviours/actions required for the work area, and equipment in the new employee’s workplace. Refer to the relevant Hazard Register for information. 		

Orientation Walk:	Date Completed	Employee Signature
▪ Location of Emergency Exits, Assembly Points and Emergency Equipment.		
▪ Location of First Aid Kits.		
▪ Location of Health and Safety Information (e.g. Notice Board, Injury and Hazard Reports)		
Personal Behaviour:	Date Completed	Employee Signature
▪ Our goal is no accidents – please make it yours too.		
▪ Observe all site policies and rules at all times.		
▪ Clean up your mess – ensure work area housekeeping is of a good standard at all times.		
▪ Manage the work activities and behaviours of yourself and others to reduce the potential for physical or mental harm		
▪ You get what you walk past – monitor your work environment, identify and manage potential sources of risk at all times.		
▪ Manage and report unsafe acts and hazards		
▪ Report any near miss or injury accidents		

Declaration:

My signature below is confirmation that:

- The above items have been effectively explained to me, and that I understand and will be complied with when working at Catholic Diocese.
- I will assist Catholic Diocese of Auckland to become a safe place of work for myself and my workmates.

EMPLOYEE SIGNATURE:		DATE: ____/____/____
EMPLOYER SIGNATURE:	POSITION:	DATE: ____/____/____

Safety Always!

The Parish will hold this document as a record of Induction.

HS9.1 Health and Safety Agenda and Minutes

Chairperson:	Meeting Date: ____/____/____	
Attendees:		
Accidents and Incidents in the Workplace (Employees, Volunteers, Visitors, Contractors)	Resp.	Due Date
Discussion/Action		
Hazards (New, Reviewed, Closed Out)	Resp.	Due Date
Site Assessments (Carried out, Corrective/Preventative Actions)	Resp.	Due Date
Training (New, Updated)	Resp.	Due Date
Emergency Procedures (Results of Trial Evacuations or Actual Events)	Resp.	Due Date
Employee/Contractor Issues Raised (e.g. revised work processes)	Resp.	Due Date
Contractor Management (Contractors used and their performance)	Resp.	Due Date
General Business	Resp.	Due Date
Meeting Closed:	Date of Next Meeting: ____/____/____	

HS10.1 – ANNUAL H&S REPORT TO DIOCESE

Parish:		
Parish Representative:		
Signature:	Date:	

H&S Policies	Achieved Yes/No	Comments
H&S Policies created, signed and on display		
H&S policies regularly reviewed		
Hazard & Risk Management	Achieved Yes/No	Comments
Hazards identified		
Hazard appropriately controlled		
Hazards recorded in hazard register		
Hazards regularly assessed		
Site inspections carried out monthly		
Hazards communicated to Workers/Parish Community		
Worker Participation	Achieved Yes/No	Comments
Are Parish workers (employees, volunteers) involved in H&S		
H&S is a fixed item on either Finance or Pastoral Committee agenda		
Incident/Accident Management	Achieved Yes/No	Comments
Reporting procedure in place		
Accident Register established		
List of trained First Aiders		
Accident, Injury, Near misses, Illness, Unsafe Acts reported		

Emergency Procedures	Achieved Yes/No	Comments
Plans for all likely emergencies i.e. fire, earthquake		
Is the evacuation scheme approved by the NZ Fire Service		
Adequate signage on display – exit signs, evacuation procedures and assembly point		
Allocation of responsibilities (duties for wardens)		
Training performed in emergency plan/s (trial evacuations and wardens know their responsibilities)		
If the parish has fire extinguishers, are these within their test dates		
Contractors	Achieved Yes/No	Comments
All contractors (low risk/long term) have been inducted onto parish site		
Monitoring of contractors performance		

Documentation

Please attach the following documentation:

- Copy of your hazard register
- Copy of your incident register for 1 April to 31 March
- Copy of your BWOFF (if applicable)

☐
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Please return completed Annual Health & Safety Report and relevant documentation by 30 June to the Property Compliance Executive:

Jim Robertson

Catholic Diocese of Auckland

Private Bag 1140

Ponsonby