**WHS Self Audit**

 **Presbyterian Church Congregations**

* Yes (Y)
* No (N)
* Not Applicable (N/A)

If a Committee of Management manages more that one church building you may complete separate surveys or combine the responses making additional comments.

There is also opportunity to expand on any of your rated responses at the end of each section, where applicable, or to make any other general comments.

Please include the manse in your answers.

For WHS Guidelines, forms, templates and worked examples of risk assessments see <https://pcnsw.org.au/work-health-and-safety/>

**Risk Management**

1. Has the church adopted a WHS Policy statement? Is it hanging in a prominent place?
2. Does the church have a person responsible for WHS matters and a means to communicate and consult with workers and volunteers?
3. Is WHS an item of business for the CoM and accidents, incidents, hazards and proposed work and changes to building and working environment discussed?
4. Does the church prepare a safety plan/job hazard analysis for activities such as youth camps, short term mission trips, children’s holiday activities, car boot sales etc?
5. Are all incidents, accidents and near misses recorded and reported/discussed/followed-up?
6. Is an incident/accident/near miss register maintained?
7. Do new staff, volunteers (including working bees) and work experience students receive an induction that includes WHS matters?

Comments (optional)

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**Building and Grounds**

1. Has all the church buildings and grounds been inspected in the last 12 months and any hazards assessed and prioritised?
2. Have all church buildings been inspected in the last 12 months by a professional (such as a property/facilities manager or a roofing contractor) to assess and rectify any destruction or damage to the property?
3. Has a program of corrective action been implemented to eliminate the hazards identified?
4. Are roads and car parks fenced from children’s play areas or monitored and supervised?
5. Do playgrounds comply with the Australian Standard and any Council by-laws; are they well maintained, inspected and supervised?
6. Does the building environment enable movement by people with a disability?
7. Are unstable or broken pews, tables and chairs removed?
8. Are prevention of slips, trips and falls a high priority? Are damaged carpets, uneven and wet surfaces and damaged pathways repaired and spare mats available for temporary cables?
9. Has all plate glass been inspected, all non-safety glass replaced or protected with film and safety stickers attached on high-risk glass doors?
10. Are above ground (2 m) windows within a child’s reach, fitted with a safety device so that they don’t open more than 12.5cm?
11. As a result of building works/deterioration has your church identified Asbestos? Do you keep an Asbestos Register (churches/renovation built after ~1920 and before December 2003)

Comments (optional)

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**Emergency Evacuation and Fire**

1. Has an emergency evacuation plan for all areas been developed communicated and diagrams displayed?
2. Are exit signs and emergency lighting in working order?
3. Have appropriate people been trained in evacuation procedures?
4. Have practice evacuations been conducted in the last 12 months?
5. Have the correct number and type of fire extinguishers and hose reels been installed and are they serviced every 6 months?
6. Have smoke detectors been fitted in places where people sleep and regularly tested?
7. Are filters on kitchen exhaust fans regularly cleaned?
8. Has overgrown vegetation and combustible material been removed from around and under buildings?
9. Are gas bottles and fuel containers kept in secure storage away from fire risk and church activities?

Comments (optional)

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**Electrical**

1. Has the electrical wiring of all buildings been inspected by a licensed electrician in the last 10 years?
2. Have safety switches been fitted to the power circuits in all buildings?
3. Have electrical leads been appropriately tested and tagged?

**Hazardous Substances**

1. Is someone responsible for ensuring that there is Safety Data Sheets (SDS) for all chemicals and hazardous substances used at the church?
2. Are hazardous substances locked away from children and SDS sheets stored with them?

Comments (optional)

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**First Aid**

1. Are the correct number and type of first aid kits placed in appropriate locations and properly maintained?
2. Do you have First aid trained persons at each service, children’s ministry activity and camps/excursions?
3. Does the church have a process to identify children at risk of anaphylaxis and asthma and trained people to manage incidents?

Comments (optional)

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**Working Environment**

1. Has the physical comfort, lighting, heating & ventilation of work areas been reviewed and improvements implemented where necessary?
2. Have manual handling tasks been reviewed, correct procedures established and monitored?
3. Do people wear closed shoes and ear protection when using mowers and power tools?
4. Do people wear eye protection when using powered equipment and chemicals such as herbicide?
5. Are working bees planned; hazards assessed, people trained in use of equipment and procedures, and sign on to safety plan; safe clothing and footwear worn, and work supervised?
6. Is all church owned equipment maintained and are users trained?
7. Have staff home work spaces been reviewed and steps taken to make any necessary improvements?

Comments (optional)

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**Working at Heights**

1. Are procedures in place to ensure that only appropriately trained and experienced people are engaged to work at heights (2m or higher)?

**Contractor Management**

1. Do you check contractors’ licences, insurances and safety plan and have them sign on and off at the church?

**Kitchen and Food Safety**

1. Has the church adopted and communicated safe food handling practices and are people trained?
2. Is the storage and handling of sharp implements and hot water managed and kept away from access by children?

**Mental Health**

1. Has the church taken a pro-active approach to manage the risk of stress and fatigue through identifying and controlling risk factors?
2. Has the church taken a pro-active response to bullying through identifying and controlling risk factors and by recording and responding to all reports of alleged bullying?
3. Has the church taken a pro-active approach to managing the risk of violent behaviour from outside the church?

Comments (optional)

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