The following parish policies relate to hazards of a different kind. Please read and comply with these policies for your own safety and the safety of others.

Safe ministry policy

Our Safe ministry policy contains details about the need and requirements for the protection of children and the vulnerable in our parish.

If you work in a parish ministry involving children you will need to comply with requirements for a police check, Working with Children check and attend a Diocesan ChurchSafe workshop.

Lone worker policy

Our lone worker policy is in place to ensure the health and safety of people engaged in parish business when working alone at any time, in any part of the parish's buildings or grounds and off-site.

If you are working alone in a building or the grounds, even if others are working in another part of the site, you are to comply with the requirements set down in the policy for your safety.

If you would like further information, have any questions, queries or concerns relating to hazard identification, safe ministry or working alone please contact Sylvia, Julie, Noelene, the Rector or Parish Office.

ANGLICAN PARISH OF MUNDARING
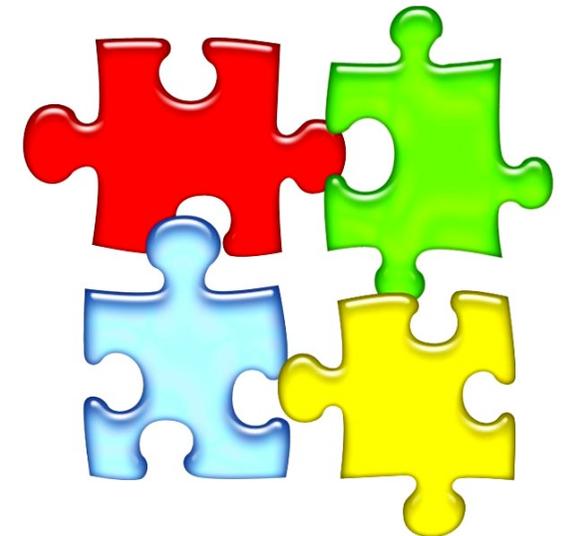
**Parish Centre and Parish Office
(next door to Epiphany Church Mundaring)
11 Mann Street, Mundaring 6073
Tel: 9295 1029
Email: mundaringparish@westnet.com.au
www.mundaringanglicanparish.com**

Rector: Rev Kim Thomas

**Wardens: Sylvia Randall
Julie Ryan
Noelene Teague**

JUNE 2017

hazard identification and reporting

The parish has a duty of care to ensure as far as possible we have a safe environment for everyone who works in or visits our buildings and grounds so that ministry, activities and fellowship is carried out safely and within a culture of care of ourselves and others.
We all have to take responsibility for this.

Duty of care
The parish
The parish has a duty of care to provide a safe workplace and environment for parishioners and visitors using its buildings and grounds.

The individual
At all times we need to act responsibly and take reasonable care to protect ourselves and others. We all need to take note of any hazards or potential hazards which may make any area unsafe or potentially unsafe.

Hazard identification
Some areas, activities and types of accidents or injuries that can occur include:

- *Lifting and carrying* boxes and other heavy items, chairs and tables to and from the store room, Op Shop merchandise moved in and out of the building and around the forecourt, shopping bags, etc.
- *Electric* plugs, sockets and appliances.
- *Falls*.
- *Uneven or loose flooring* or floor covering.
- *Working with tools* especially electrical tools.

- *Ladders.*
- *Poor lighting*.
- *Working in the kitchen* with stoves, water, appliances, cleaning products, garbage; etc.
- *Working in the gardens and grounds* with gardening tools, uneven ground, steps, tree litter, etc.
- *Impaired reflexes and diversions* during and after social events.

Hazards or potential hazards that can cause injury or harm need to be identified and dealt with as quickly as possible. We can all assist with this by being aware and by reporting any problems or potential problems.

We need to take extra care to ensure children and those with disabilities, in particular, are protected from hazards and can feel and be safe.

Hazard reporting
When a hazard or potential hazard is identified, however insignificant you feel it might be, you need to report the hazard or potential hazard on our simple to use *'Spot the Hazard/Report an Accident Checklist'*.

There is a different checklist for Epiphany church, St Francis church, Parish Centre, Op Shop that also includes the outdoor areas surrounding them. These checklists are prominently displayed in each of the buildings.

Once a checklist is completed it is to be given to a Warden (Sylvia, Julie or Noelene), to the Rector, the Parish Office or a Parish Council member who will pass it to a Warden for action.

If you spot a hazard in an emergency situation or you cannot for some reason access a Spot the Hazard/Report an Accident Checklist, you need to immediately or as soon as practicable report the hazard verbally to Sylvia, Julie, Noelene, Rev Kim, a Parish Council member or the Parish Office.

Hazard control
On receiving a completed checklist, a Warden will note the date and time the hazard checklist is received and assess the hazard/accident.

If possible the matter will be dealt with immediately or the hazard or hazardous area sectioned off until it can be properly assessed and dealt with. As soon as possible, steps will be taken to eliminate the hazard.

If the hazard arises from use of equipment, work practices or lack of care and attention, steps will be taken to put practices in place to reduce the possibility of the hazard recurring.