

Parish Grounds

If you are working alone in any part of the grounds during the day and other people are elsewhere on-site, you are to tell a responsible person you are going to be working alone and how long you expect to be. You are to advise that person when you have finished working alone. If you do not contact the person by the nominated time, they are to take action to locate you. Outside of hours when there is no activity on site and when the general area is deserted you are to use the call-in procedure. Do not work alone in Parish grounds after dark.

Call-in procedure

If there are people at home and you intend to work alone in any parish building or grounds at a time when the site and general area is deserted, if you carry out parish business off-site, and most especially working in buildings after dark, you are to advise those at home, a Warden or Rector where you are going and when you intend arriving back home or other arrival point. Call-in contacts should be given to those at home for use if needed.

If you live alone, before you leave home or other departure point, you are to contact a Warden or Rector to advise where you are going and when you intend arriving home. When you arrive home or other arrival point you are to contact that person and let them know you have arrived.

If a Warden or Rector are contacted by your family to locate you or if you have advised a Warden or Rector you are working alone and have not advised you have finished working alone by the nominated time, they are to take action to locate you.

You are not to work alone if you have any safety or other concerns or feel you are unwilling or unable to meet the requirements of our Lone Worker Policy.

Rector: Rev Kim Thomas

**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**

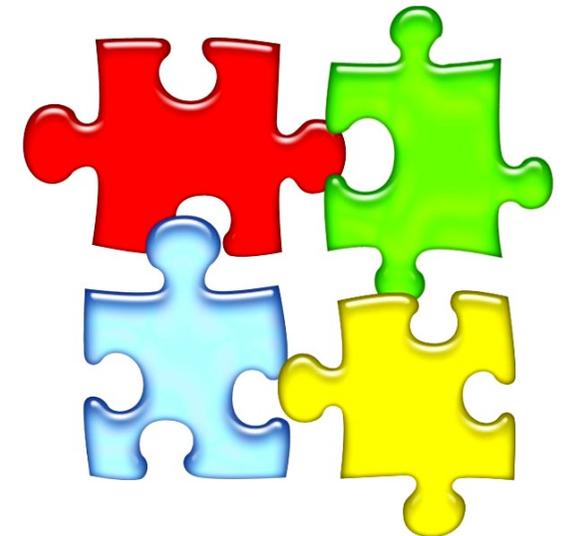
CALL-IN CONTACTS

**Sylvia Randall 0400 466 022
Julie Ryan 0401 021 260
Noelene Teague 0407 951 043
Rev Kim**



ANGLICAN PARISH OF MUNDARING

lone worker policy



Purpose

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, under the parish's duty of care.

Definition

A person is defined as a lone worker if that person is undertaking parish business alone in a parish building or grounds, even if other people are elsewhere on-site:

- In the Mundaring or Wooroloo Churches or their grounds.
- In the Parish Centre or grounds.
- In the Op Shop or grounds.
- If engaged on parish business off-site, ie care visits, shopping, delivering to homes, etc.

Responsibilities

It is the responsibility of the parish where reasonably possible to provide a safe environment. Anyone spotting a risk or hazard or potential risk or hazard has a responsibility to report it to a Warden or the Rector.

In all cases it is your responsibility to ensure you are familiar with the parish Lone Worker Policy, to follow its requirements and recommendations, and be aware and diligent in identifying your own safety needs. At all times when working alone, you are to keep your mobile phone on your person, switched on and charged.

When not permitted to work alone

- When using powered machinery such as a chainsaw or using ladders in any part of the parish's buildings or grounds, or off-site on parish business such as assisting parishioners at their homes.
- In parish grounds, including the Op Shop or Op Shop forecourt after dark.

LPMs

LPMs are required to contact the Rector or a Warden to advise when and where they are giving home communion and when they intend arriving home or other arrival point. If the Rector or Warden is not contacted by the anticipated time, action will be taken to locate the LPM.

Church of the Epiphany

If you are working alone in the Church during the day and other people are elsewhere on-site, you are to tell a responsible person you are going to be working alone in the Church and how long you expect to be. You are to ensure all doors are locked while working alone. You are to advise the responsible person when you have finished working alone and have left the building, taking care when leaving. If you do not contact that person by the nominated time, they are to take action to locate you. Outside of hours when there is no activity on site, when the general area is deserted and most especially after dark, you are to use the call-in procedure.

Parish Centre

If you are working alone in the Parish Centre during the day and other people are elsewhere on-site, you are to tell a responsible person you are going to be working alone in the Parish Centre and how long you expect to be. You are to ensure the laundry door, glass doors, side door in large room and either or both the flywire door and front door are locked when working alone. You are to advise the responsible person when you have finished working alone and have left the building, taking care when leaving. If you do not contact that person by the nominated time, they are to take action to locate you. Outside of hours when there is no activity on site, when the general area is deserted and most especially after dark, you are to use the call-in procedure.

Op Shop

If you are working alone inside the Op Shop or on the Op Shop forecourt during the day and other people are elsewhere on-site, you are to tell a responsible person you are going to be working alone at the Op Shop and how long you expect to be. You are to exercise caution when working in the forecourt or moving between the forecourt and inside the Op Shop. If you are working inside the Op Shop you are to ensure doors are locked. You are to advise the responsible person when you have finished working alone and have left the Op Shop or left the Op Shop area, taking care when leaving.

If you do not contact that person by the nominated time, they are to take action to locate you. Outside of hours when there is no activity on site and when the general area is deserted, you are to use the call-in procedure. Do not work alone in the Op Shop forecourt, or moving between the forecourt and Op Shop after dark.

Church of St Francis

If you are working alone in the Church during the day and other people are elsewhere on-site, you are to tell a responsible person you are going to be working alone in the Church and how long you expect to be. You are to ensure all doors are locked when working alone. You are to advise the responsible person when you have finished working alone and have left the building, taking care when leaving. If you do not contact that person by the nominated time, they are to take action to locate you. If others are not on site, when the general area is deserted and most especially after dark, you are to use the call-in procedure.