Greek Orthodox Archdiocese of Australia

Proposed Action Requirements to Ensure Basic Compliance with National and State based WHS / OHS Legislation
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All legislation relating to WHS / OHS has one common requirement:
That each organization Develop and Implement Ongoing

Safe Systems of Work
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The Safe System of Work needs to encompass all foreseeable activities performed on the principal’s premises or place of ‘control’

This includes providing a Safe Place in which to perform the required / foreseeable activities – Covers Employees, Volunteers, Contractors and Visitors

This also has PUBLIC LIABILITY Implications
Under the banner of the GOAA – There are:

>100 Entities
Hundreds of Employees
Thousands of Volunteers
Hundreds of Thousands of Parishioners & Visitors

Nervous ???????????????????
Key elements of any Safe Management System (to ensure compliance) include:

- **An effective Risk Management Process**
  - Inc. Risk Tools such as development of a specific risk matrix, checklists, forms, inspection processes, assessment of properties and activities, reports etc

- **Provision of adequate (ongoing) resources**

- **Assessment and Delivery of required Inductions / Training**
  - Inc. Development of inductions, legislative and responsibility training – both face-to-face and on-line

- **An effective Incident Reporting and Corrective / Preventative Actions Process**
  -- Inc. Development of forms and reporting structures and monitoring of required corrective / preventative action requirements

- **An effective Communication and Consultation Process**
  -- Develop formal and informal mechanisms for communication / consultation of WHS / OHS matters on a continuous basis (inc. documentation of same)
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Who has Responsibility?????

GOAA – Provide a “SYSTEM” + Auditing Role
Parishes – Parish Priests & Committees

Communities – Committees
Independent Entities – Boards / Executives
Penalties

Category 1
Most serious cases
Breach of the primary duty involving recklessness and serious harm to a person or risk of such harm.

Corporation: $3 M
Officers: $600,000 Gaol up to 5 yrs
Workers & other persons: $300,000 Gaol up to 5 yrs

Category 2
Breach of the primary duty where serious harm or the risk of it without the element of recklessness.

Corporation: $1.5 M
Officers: $300,000
Workers & other persons: $150,000

Category 3
Breach of the duty that does not involve high risk of serious harm.

Corporation: $500,000
Officers: $100,000
Workers & other persons: $50,000
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Proposed Action Requirements to Ensure Basic Compliance with National and State-based WHS/OHS Legislation
System Management: Checklist/Forms

- HAZARD CHECKLIST TOOL
- CORRECTIVE & PREVENTIVE ACTION FORM

DRAFT COPIES

System Management:
- Policies
- WHS Manual
- Procedures
- Checklist/Forms

Contact Us

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**SAFETY CHECKLIST TOOL**

This is a generic checklist for all Parishes/Communities and associated buildings and property.

**The Church and other Buildings:**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES/NO</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Community Name/Suburb/State:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are handrails securely fastened?</td>
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<td></td>
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<tr>
<td>Are steps or other surfaces slippery when wet?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there uneven surfaces that can pose a trip hazard?</td>
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<tr>
<td>Have the ChurchChandeliers been checked annually to ensure they are secure?</td>
<td></td>
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<tr>
<td>Are chemicals and fuels stored in a locked storage area?</td>
<td></td>
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<tr>
<td>Are safety switches (RCD's) installed and checked/tested?</td>
<td></td>
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</tr>
<tr>
<td>Can all windows and doors be secured and lockable (including basement windows?)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are Church grounds well lit at night?</td>
<td></td>
<td></td>
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<tr>
<td>Are Church grounds locked out of hours?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Church and other buildings have fire extinguishers fitted?</td>
<td></td>
<td></td>
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<tr>
<td>Are they all present and recharged?</td>
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<td></td>
</tr>
<tr>
<td>Have fire extinguishers been checked by licensed contractor at least annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have church personnel been trained in using fire extinguishers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the kitchen areas have fire blankets/fire extinguishers</td>
<td></td>
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</tr>
</tbody>
</table>
Is there an easily accessible / signposted First Aid kit

Has the First Aid kit been checked for adequate supplies

Date:

Are there recognised First Aiders available should they be needed?

Is there an emergency evacuation alarm?

Has the emergency evacuation alarm been tested in the last 12 months?

Latest:

Have Church personnel been trained in emergency evacuation procedures?

Can all doors leading to the outside be easily opened and not obstructed (inside/out)?

Are all passage / walkways free of trip hazards and stored materials?

Are there any obvious water leaks / stains on ceilings / walls?

Are fences in good condition?

<table>
<thead>
<tr>
<th>ACTIONS REQUIRED</th>
<th>BY WHOM</th>
<th>BY WHEN</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
</table>
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Need Completed Checklist Before Easter 2013

Email: goaawhs@gmail.com

Fax or Post