

**Instruction for Use:**

1. Complete this checklist annually.
2. For 'NO' response note the issues.
3. Church Council to action identified hazards/risks.
4. File the completed checklist in the Safety Folder.

## Uniting Church Working Bee Checklist



Working Bees	Yes	No	N/A	Actions Required/Persons Responsible
Has someone been appointed to oversee the working bee and workers?				
Has an hazard identification been completed with all staff and volunteers to identify any hazards unique to the environment or activity? e.g. slippery or uneven surfaces, proximity to traffic or moving plant, slip or trip hazards.				
Has a risk assessment been completed for identified risks and adequate controls agreed with workers?				
Do volunteers have the required skills or qualifications to complete the tasks safely?				
Have volunteers been provided with Personal Protective Equipment relevant for the task (i.e. gloves, work shoes, safety glasses, earplugs) ?				
Is the necessary equipment for the Bee (e.g. ladders, safety signs, gardening equipment) in good condition, safe, and available for use?				
Are appropriate mechanical aids such as trolleys, wheelbarrows, vehicles, etc available to move heavy loads?				
Have power sources, RCD's, power boards and power leads been tested and tagged? Is a safety switch in use?				
Are walkways, benches and areas containing water clear of cables and leads?				
Is there a well-stocked First Aid Kit available and easily accessible?				
Is there an agreed process to manage a medical emergency or provide First Aid? e.g. Emergency Contact numbers, closest Medical Centre, first aid trained staff.				
If working outside is there a traffic management plan to manage moving vehicles and pedestrians e.g. Designated personnel directing traffic wearing high visibility clothing; designated walkways; exclusion zones; rope/tape barricades, etc				
Is there provision for sun safety e.g. hats, sunscreen, shade and provision of water				
Will ladders be used? Ensure staff are trained in safe use of ladders (refer Fact Sheet)				