

Safety Induction Checklist (Employees & Volunteers)



Worker/Volunteer Name:	Congregation Name:
Person conducting induction:	Induction Date:

The Uniting Church Victoria and Tasmania is committed to:

Ensuring that all activities undertaken by the Congregation comply with Occupational Health and Safety / Work Health and Safety legislation and do not put at risk of harm any person who could be affected by how we conduct our activities

The Congregation has a duty of care to:

Ensure everyone is aware of their responsibilities for safety and conduct all activities in a safe manner.

Orientation of Congregation environment (e.g. Church, Halls, Office, Grounds)	✓
Ensure the Worker/Volunteer has completed the UCA online Staff and Volunteer Induction for Congregations and Presbyteries. Volunteers always need to have the induction record with them.	
Policies and Procedures <ul style="list-style-type: none"> o OHS/WHS Policy o OHS/WHS Issue Resolution o HSRs (if applicable) o Risk Management o Copy of WWCC / Licences held 	
Walk the person to the following: <ul style="list-style-type: none"> o Location of amenities o Location of first aid kit; how to contact a first aider. o Location of emergency exits, emergency equipment and evacuation assembly area 	
As a worker or Congregational volunteer, you have a responsibility under the OHS legislation to <ul style="list-style-type: none"> o Take reasonable care for your own health and safety and the safety of others o Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons o Follow all policies and procedures provided by the Congregation for your health and safety 	
Hazard Identification <ul style="list-style-type: none"> o Promptly report safety hazards to ensure the Congregation environment remains safe for everyone to use o If you see something that is unsafe, please report it to the Minister or Congregation Leader immediately o You can find the Congregation Hazard Report Form - explain where they can access 	
Incident / Near Miss Reporting <ul style="list-style-type: none"> o All injuries or near misses involving workers, volunteers, contractors, ministry agents or Church members must be reported to the Minister or Congregation Leaders immediately, and recorded on an Incident Report form – explain where they can access it. 	
Potential Hazards include	✓
High-Risk Work <ul style="list-style-type: none"> o The Uniting Church in Australia VicTas staff, volunteers and congregation members must not undertake “high risk” work including work above the ground/at heights of more than 2 metres. All ‘high risk’ work is to be carried out by licensed/registered and insured contractors. 	
Manual Handling objects and/or sitting at your office desk for extended periods <ul style="list-style-type: none"> o Follow the safe steps to manual handling activities at all times, use mechanical aids (e.g. trolleys) and extra people as required. 	
Electrical <ul style="list-style-type: none"> o Do not use appliances or equipment that have damaged or frayed cords or sockets; o Do not use double adaptors or piggyback electrical plugs. Only power boards may be used; o No electrical “chains” (multiple power boards / extension leads in chain Extension leads are a temporary solution to a power problem, they are not to be used permanently o Keep electrical cords off the floor and away from water to reduce the risk of damage from drag or contact with sharp objects. 	
Hazardous Substances <ul style="list-style-type: none"> o All Hazardous Substances and Dangerous Goods must be used, handled, stored, and disposed of as per the Safety Data Sheet (SDS), including the correct use of Personal Protection Equipment (PPE); o Cabinets and access must be locked/ prevention for access by children; 	



<ul style="list-style-type: none"> ◦ Explain the locations of all Hazardous Substances e.g. mower fuel, cleaning fluids etc.; ◦ Location of Chemical Register and the Safety Data Sheets <p>Asbestos</p> <ul style="list-style-type: none"> ◦ Asbestos Register ◦ Asbestos Containing Materials (ACM) locations <p>Trips, Slips and Falls</p> <ul style="list-style-type: none"> ◦ Wear closed in shoes with good grip on soles where possible ◦ Do not stand on chairs or tables – use a step ladder ◦ Use of platform step ladder/safety step (Safe Operating Procedures, instruction and demonstration) ◦ Clean up spills and leaks immediately ◦ Keep electrical leads out of walkways and access points ◦ Report damage to floor surfaces e.g. lifting or frayed carpet, holes in floors or flooring, etc.; ◦ Ensure lighting is adequate where tasks are performed ◦ Be astute when working in wet areas , after rain event and/or on grass and slippery surfaces 	
Emergency/Evacuation Procedure	✓
<p><i>In the event of an emergency at the Congregation or during an activity, you must follow the instructions of the Congregation leaders/ Chief Warden:</i></p> <ul style="list-style-type: none"> ◦ Stay calm, remove anyone from immediate danger; ◦ Notify others in the area of the emergency situation; ◦ Identify a clear path to the closest safest exit; ◦ Call Emergency Services “000”, request relevant service e.g. Fire, Ambulance, and Police. (Location of emergency contact numbers). ◦ When instructed go to the Assembly Area; ◦ Delegate a person/s to assist mobility impaired persons; ◦ Do not fight fire - ensure the safety of people first; ◦ Delegate a person to check the amenities and ensure all areas are clear, close doors if safe to do so and evacuate through the safest exit; ◦ Wait in the Assembly Area for Emergency Services to arrive; ◦ Do not re-enter the building until advised by Emergency Services that it is safe to do so. <p>Explain the following relevant to the Congregation</p> <ul style="list-style-type: none"> ◦ Location of the Evacuation Assembly Area ◦ Closest emergency exits ◦ Procedure for evacuation of mobility impaired persons ◦ Evacuation Diagram and Emergency Procedures 	
First Aid	✓
<ul style="list-style-type: none"> ◦ The Congregation has a fully stocked First Aid Kit. The location of the First Aid Kit(s) is ◦ Advise of Current First Aid Personnel; ◦ If you need to access the kit, advise the first aid person, ensure your Congregation Leader is aware if restocking is required and complete an Incident Report form as required. 	
Workers Compensation and Injury Management	✓
<ul style="list-style-type: none"> ◦ The Ministry Agents and all paid workers are covered by Workers Compensation if an injury is incurred while at work or travelling to or from work. Volunteers are insured under the Volunteers Personal Accident Insurance ◦ It is important that you report an injury as soon as possible after the occurrence to ensure that Congregation Leaders or Minister can arrange prompt medical attention and contact the Synod Safety Officer. 	

If you have any questions, please discuss with the Church Contact Person / Congregation Leader



Participants Acknowledgement

I have been provided with information relating to working safely within the Congregation and in Congregation activities.

I have discussed anything that I did not understand with the Minister or Congregation Leader, and will bring any concerns about safety issues to the Minister or Congregation Leader that arise during my work for the Congregation.

Worker/Volunteer signature:

Date:

Person conducting induction signature:

Date:

Please file the Induction Checklist with Congregation files for auditing purposes.