



Use this as a guide for information to display on noticeboards in church, hall and other buildings. This guide has been developed to ensure consistency throughout The Uniting Church in Australia VicTas.

## Use and location


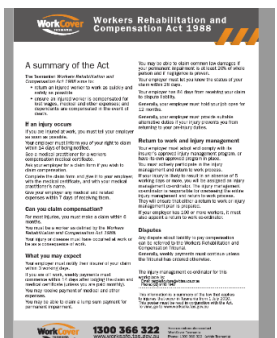

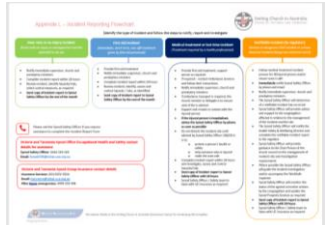




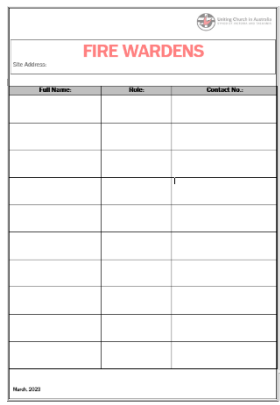
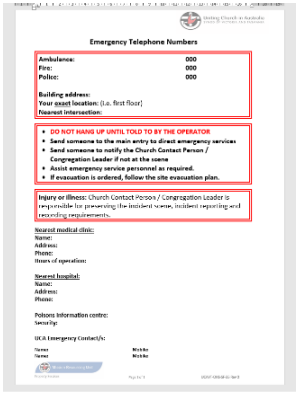
Health and Safety noticeboards should be used as a means of communicating Health and Safety information to workers, visitors, contractors and congregation members.

The noticeboards should be located in common/prominent area within Church buildings.

Noticeboards should not be placed in a location where they would create additional hazards, i.e. restricting access to fire safety equipment.

## Content

Health and Safety noticeboards should contain the following:

<p><b>1</b> "If you are injured" poster - for <u>Victoria</u></p> 	<p><b>2</b> "Workers rehabilitation and compensation" poster – for <u>Tasmania</u></p> 	<p><b>3</b> OHS Policy – countersigned by <u>Church Council</u></p> 	<p><b>4</b> Incident Reporting Flowchart</p> 
<p><b>5</b> Health &amp; Safety Contact Person</p>  <p>Congregation OHS Contact Person</p> <p>Name:.....</p> <p>Contact Number:.....</p>  <p>Your OHS Contact Person is....  I am here to help with safety</p>	<p><b>6</b> First Aid Officers</p>  <p>First Aid Officer</p> <p>Name:.....</p> <p>Contact Number:.....</p>  <p>Your <b>FIRST AID OFFICER</b> is.... I am here to help with first aid</p>	<p><b>7</b> Fire Warden/s</p> 	<p><b>8</b> Emergency Telephone Numbers</p> 

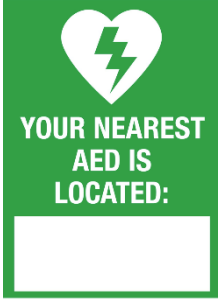
**9 Emergency Flip Chart**



Emergency procedures flip book

For all emergencies contact your Chief Warden or for emergency services phone 000

**10 AED Location (or nearest AED)**



YOUR NEAREST AED IS LOCATED:

**11 First Aid Kit location**



First Aid kit is located

Other considerations for inclusion on Health and Safety noticeboards include:

- copies of the UCA Occupational Rehabilitation and Return to Work Policy, OHS Consultation and Issue Resolution Policy and OHS Issue Resolution Flowchart;
- Health and Safety Committee meeting minutes (if any);
- safety alerts relevant to the local area (if any); and
- any other information related to the local area / Church.

Safe Church standards information to be displayed in general areas:

**1 Child Safe Principles poster**



Principles of a Child Safe Uniting Church in Australia

**2 Keeping Children Safe Statement of Commitment – signed**



Our Statement of Commitment to Keeping Children Safe

**3 Culture of Safety Contact Person**

We pride ourselves in being a safe inclusive place.

Welcome to <name of congregation >

If you feel unsafe at any time, we are here to help.

Please talk to our minister or culture of safety contact person <insert name & phone no.>

Insert your digital photo here

Put the poster and paste your photo here




Safe Church standards information to be displayed in areas where children gather:

- Tools for listening

### 1 Disclosure and Reporting Flowchart



The flowchart outlines the disclosure reporting process, starting with 'Who can report?' (Child, Parent, Congregational member, Congregational leaders) and 'What to report?' (Child safety concerns, including disclosure of abuse, allegations, or information about child endangerment). It includes a red box for 'Call 000 if a child is in immediate danger' and 'What to do?' (Report to the relevant authority, contact the Synod Office, and contact the Synod Office of Safety, Risk, and Compliance). It also covers 'What happens next?' (The Synod Office of Safety, Risk, and Compliance will investigate and report to the relevant authority) and 'Follow up?' (The Synod Office of Safety, Risk, and Compliance will provide ongoing support and advice).

### 2 Tools for listening



The infographic titled 'TOOLS FOR LISTENING: INFORMATION FOR CHILDREN AND YOUNG ADULTS' features five panels: 'YOUR IDEAS MATTER', 'YOUR FEELINGS MATTER', 'YOUR VOICES NEED YOUR HELP', 'IT'S OK TO SAY "NO!"', and 'WE NEED YOUR HELP'. It includes the text 'A SAFE CHURCH FOR ALL PEOPLE' and 'We have a responsibility to keep you safe'.

## Health and Safety Noticeboards should not contain

- Personal advertisements
- Flyers, brochures etc. not relating to health and safety

## Maintenance

Health and Safety noticeboards shall be maintained as per agreement by the local Church Council.

**DOCUMENTATION IS AVAILABLE ON THE UCA WEBSITE OR BY CONTACTING THE SYNOD SAFETY OFFICER**