

## Appendix Y – Church Emergency and Evacuation Report

If any of the questions in the report result in an **[N]** answer then controls must be devised using section 2 of this form.

1. Evaluation Details - General	
Name of person(s) conducting evaluation: 1. 2.	Date Conducted:
Synod / Congregation Name & Address:	

2. Summary of Findings			
Finding	Corrective Action	Person Responsible	Date Completed

3. Authorisation of Audit and Corrective Actions	
Contact Person verifies corrective actions are effective..... <input type="radio"/> Effective <input type="radio"/> Not effective  Date:	Name:  Signature:

4. Evaluation (please tick).		
Evaluation Element	Y / N / NA	Comment
<b>POLICY AND PLANNING.</b>		
<a href="#">OHS Policy</a> is current and counter signed by Contact Person.		
<a href="#">OHS Policy</a> is displayed on all notice boards.		
<a href="#">OHS Activities Calendar</a> is drafted and is displayed on noticeboards.		
Activities scheduled in the <a href="#">OHS Activities Calendar</a> are completed as scheduled.		
<b>OHS RISK MANAGEMENT.</b>		
All contractors have been subject to an online induction.		
All electrical equipment is tagged and tested (current) and is recorded on the <a href="#">Electrical Equipment Register</a> .		
Contact Person authorises <a href="#">Permit to Work</a> prior to work at height and/or hot work.		
Is there a First Aid Kit and First Aid Sign		
<a href="#">First Aid Kit Contents Checklist</a> completed quarterly and records maintained.		
Emergency procedures displayed on notice board.		
<a href="#">Emergency Summary Sheet</a> displayed on notice board.		
<a href="#">Emergency Evacuation Exercise Observer's Checklist</a> used for trial evacuations.		
<a href="#">Incident Report and Investigation Forms</a> are completed for all reported incidents and controls are reviewed for effectiveness.		
A risk assessment has been conducted for all chemicals using the <a href="#">Chemical Hazard Management Form</a> . Controls are detailed on this form and are reviewed for effectiveness.		

<p>Controls are effectively established for risks associated with chemicals (including employee, volunteer and congregation members training).</p>		
<p>The <a href="#">Chemical Register</a> is maintained.</p>		
<p>A risk assessment has been conducted for all manual handling hazards using the <a href="#">Manual Handling Hazard Management Form</a>. Controls are detailed on this form and are reviewed for effectiveness.</p>		
<p>A risk assessment has been conducted for all reported ergonomic related hazards and controls documented using the <a href="#">Ergonomic Hazard Management Form</a>.</p>		
<p>All purchases are subject to assessment prior to admittance to the Church in accordance with the <a href="#">Purchasing Procedure</a>.</p>		
<p>Church inspections have been conducted as scheduled and identified hazards controlled. Controls are reviewed for effectiveness. This is documented on the <a href="#">Church Inspection Report</a>.</p>		
<p>A risk assessment has been conducted for all traffic hazards using the <a href="#">Church Car Park and Surrounds Report</a>. Controls are detailed on this form and are reviewed for effectiveness.</p>		