

Guidance Schedule for WHS Tasks and Policy Adherence

Generocity Church Campus/Location Compliance Checklist

(WHS, Risk Management, Safer Churches)

Quarterly

- Workplace Inspections (using [zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#))
- Air Conditioning Visual Inspections: Conduct visual checks of AC units.

Bi-Annually (Every 6 Months)

- Workplace Inspections (using [zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#))
- Air Conditioning Filter Cleaning: Clean or replace AC filters.
- Fire Drills / Emergency Drills: Conduct and document emergency drills
- Site Safety Audits: Conduct WHS site safety audits using the [zz Work Health and Safety Action Plan / Audit Tool](#). (Minimum 2 times per year)

Annually

- Annual Hazard Review: Complete the [zz Annual Hazard Review Form - fillable PDF.pdf](#) [zz Annual Hazard Review Form](#) covering Fire Protection, Emergency Procedures, and Security.
- Workplace Inspections (using [zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#))
- Asset Register Review: Review and update the campus asset register (<https://assets.generocitychurch.com.au>). (Jan/Feb for insurance)

- Annual Fire Safety Statement (AFSS): Arrange assessment and obtain/display AFSS (NSW requirement).
- Check smoke detector batteries ([zz Annual Hazard Review Form - fillable PDF.pdf zz Annual Hazard Review Form](#)).
- Check kitchen exhaust cleaning ([zz Annual Hazard Review Form - fillable PDF.pdf zz Annual Hazard Review Form](#)).
- Policy & Procedure Reviews: Participate in or review outcomes of annual reviews for WHS, Risk Management, Emergency Response, Chemical Safety, Biological Hazards etc.
- Electrical Testing & Tagging: Ensure program is followed based on equipment type/location and state regulations/AS3760 (e.g., Electrical Equipment that is constantly moved typically every 1 year, Office equipment typically 5 years).

Every 3 Years

- Safer Churches Training: Ensure all staff/volunteers in direct roles with children, and all ACC Credential/Certificate holders, complete/renew ACC Safer Churches training.
- First Aid Certification Renewal: Ensure relevant staff/volunteers renew full First Aid certification ([zz First Aid Guidance](#)).

Ongoing / As Needed

- Policy Adherence: Ensure all activities align with Generocity Church's core policies including the [zz Risk Management Policy Statement](#), WHS Policy, Safer Churches (Child Protection) Policy, Financial Policy, and operational policies. (Ongoing)
- Observe Safety Rules: Ensure all staff, volunteers, and contractors observe the [zz Health And Safety Rules](#) (No Smoking, No Alcohol/Drugs, Follow WHS Regs, Emergency Procedures, Work at Heights approval, Qualified Personnel, Personal Responsibility, Hazard Reporting, Clean Workspaces, Safe Manual Handling, Tool Use, First Aid, Visitor Safety, Infection Control, Electrical Safety). (Ongoing)
- Hazard Identification & Reporting: Encourage and facilitate the reporting of all hazards, unsafe conditions, near misses, or incidents immediately to the WHS Coordinator/Supervisor. (Ongoing)

- Incident Reporting: Complete and submit an [zz Incident or Hazard Report Form](#) (or use online system: <https://incident.generocitychurch.com.au/>) for all incidents, accidents, and near-misses, generally within 24 hours (verbally immediately). (As needed)
- Risk Assessment (General): Conduct risk assessments for new activities or when significant changes occur, using the standard risk matrix and hierarchy of controls ([zz Hierarchy of Controls](#)). (As needed)
- Event Risk Assessment: Complete the [zz Event Risk Assessment and Action Plan](#) for all events, identifying hazards, assessing risks, implementing controls, and assigning responsibility/timing. Escalate High/Very High risks as per procedure. (Per Event)
- High-Risk Activity Management: Complete a [zz Detailed Action Plan for High Risks](#) and obtain senior leadership approval before proceeding with identified high-risk activities (including relevant event risks). (As needed)
- Safe Work Procedures (SWPs): Develop, implement, and follow SWPs for high-risk or non-routine tasks. Use [zz Safe Work Procedure Template](#) for creation. (Develop as needed, follow ongoing)
- Permit-to-Work: Ensure the Permit-to-Work system is used for specified high-risk activities (Hot Work, Confined Space Entry, Heights >2.4m, Electrical Work etc.). (As needed)
- Chemical Safety:
 - Maintain accessible Safety Data Sheets (SDS) (less than 5 years old) for all hazardous chemicals ([zz Safety Data Sheets Guidance Document](#)). (Ongoing)
 - Maintain the [zz Hazardous Substances Inventory](#). (Ongoing)
 - Ensure correct labelling, storage, handling, and disposal of chemicals. (Ongoing)
 - Conduct risk assessments for chemical use. (As needed)
- Equipment Safety:
 - Conduct pre-use visual inspections of electrical equipment (check leads, plugs, signs of overheating). (Before each use)
 - Report and isolate faulty equipment using "DO NOT OPERATE" tags. (Immediately)

- Ensure ladders are serviceable and used correctly; metal ladders not used for electrical work ([zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#)). (Ongoing)
- Contractor Management:
 - Verify contractor qualifications, licenses, and insurance before engagement. (Pre-appointment)
 - Conduct site-specific inductions for all contractors before work commences. (On commencement)
 - Ensure contractors provide risk assessments/JSAs and comply with GC safety standards. (Ongoing)
 - Maintain the [zz Register of Contractors](#). (Ongoing)
- First Aid:
 - Ensure designated first aid kits are adequately stocked (based on risk assessment, meeting NSW WHS Regs), accessible, clearly signed, and regularly checked ([zz First Aid Guidance](#)). Using a professional service like St John is recommended for maintenance. (Ongoing checks/Restock as needed)
 - Ensure at least one trained first aider is present during all church activities. (Per activity)
 - Display names/photos/contacts of trained first aiders ([zz First Aid Guidance](#)). (Ongoing)
 - Log all first aid treatments provided in the treatment log book, kept securely ([zz First Aid Guidance](#)). (As administered)
- Emergency Preparedness:
 - Ensure familiarity with the campus [zz Emergency Response Plan](#) and evacuation procedures. (Ongoing)
 - Maintain clear, unobstructed, and signed evacuation routes and exits ([zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#)). (Ongoing)

- Ensure emergency contact info is displayed ([zz First Aid Guidance](#)). (Ongoing)
- Ensure fire extinguishers are appropriate, accessible, mounted correctly, and staff/volunteers know how to use them ([zz Firefighting Equipment Guidelines](#), [zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#)). (Ongoing checks)
- Safer Churches / Child Protection:
 - Report any child protection concerns or suspicions immediately to the designated Safe Ministry Officer/Team or police if immediate danger exists. (Immediately)
 - Obtain parental consent for photography/videoing. (As needed)
 - Obtain written parental consent ([zz Liability Release Form - Youth Activities](#)) for off-site youth activities. (Per activity/participant)
 - Follow guidelines for communication and social media involving children ([zz Social Media Policy](#)). (Ongoing)
- Volunteer/Staff Screening (Child-Related Roles): Ensure completion of application ([zz Volunteer Child/Youth Leaders Application & Registration Form](#)), interviews, reference checks, and mandatory WWCC/Police Checks before commencement. (On commencement)
- Volunteer Driver Checks: Ensure drivers for church activities complete the [zz Volunteer Driver Application Form](#) and have valid licenses/insurance. (On commencement/as needed)
- Biological Hazard Management: Implement standard precautions, hand hygiene, PPE use, cleaning/disinfection, and waste management protocols. Follow specific protocols for food prep, childcare, first aid. (Ongoing)
- Allergen Management: Identify, communicate (labels/signage), and manage food allergens during relevant events/activities ([zz Allergy Management Policy](#)). Implement Anaphylaxis Action Plan response if needed. (As needed)
- Record Keeping: Maintain required records (training, inspections, incidents, maintenance, SWPs, permits, volunteer screening, first aid logs etc.) securely and for specified retention periods. (Ongoing)

- Communication: Communicate safety information, updates, and procedures effectively to staff, volunteers, and the congregation. Display relevant policies/rules/procedures ([zz Housekeeping Checklist](#), [zz Health And Safety Rules](#)). (Ongoing)
 - Housekeeping: Maintain clean, tidy, and hazard-free environments (floors, aisles, stairs, storage, car parks) ([zz Housekeeping Checklist](#) [zz Housekeeping Checklist - fillable PDF.pdf](#)). (Ongoing)
-

Revision #2

Created 18 August 2025 16:44:02 by Info

Updated 20 August 2025 22:40:26 by Nathan Keenan