

Resources and Appendices

This section contains a comprehensive collection of forms, checklists, and supporting documents to assist in implementing and maintaining our Risk Management Plan. These resources are designed to be practical tools that support our mission while being easily adapted and used within our church context.

Forms and Checklists

1. Incident or Hazard Report Form Description: Use this form to report any incidents, accidents, or identified hazards. <https://incident.generocitychurch.com.au> or a paper form is available here: [zz Incident or Hazard Report Form](#)
2. Annual Hazard Review Form Description: A yearly checklist to systematically review potential hazards in all areas of church operations. [zz Annual Hazard Review Form - fillable PDF.pdf](#) [zz Annual Hazard Review Form](#)
3. Church Assets and Contents Inventory Description: A comprehensive list of church property and assets for insurance and risk management purposes. Asset Registers are digital and reviewed annually the dedicated asset management app at <https://assets.generocitychurch.com.au>
4. Church Property Hire Agreement Description: A template agreement for external parties hiring church facilities. [zz Church Property Hire Agreement](#)

5. Church Risk Register and Risk Treatment Form Description: A central document for recording identified risks and their treatment plans. This is currently managed by the Business Manager using a specialised task management platform.

6. Hazard Identification List Description: A checklist of common hazards to assist in regular safety inspections. [zz Hazard Identification List](#)

7. Hazardous Substances Inventory Description: A register of all hazardous substances stored or used on church premises. [zz Hazardous Substances Inventory](#)

8. Housekeeping Checklist Form Description: A regular checklist to maintain cleanliness and order in church facilities.
[zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#)

9. Induction Checklist for New Employees and Voluntary Workers Description: A guide to ensure all new workers receive proper safety and procedural training. [zz Induction Checklist for New Employees/Voluntary Workers](#)

10. Job Safety Analysis and Safe Work Procedure Development Description: A template for analyzing job tasks and developing safe work procedures. [zz Job Safety Analysis / Safe Work Procedure Development](#)

11. Liability Release Form for Youth Activities Description: A waiver form for participants in youth activities. [zz Liability Release Form - Youth Activities](#)

12. Register of Contractors Description: A log of all contractors working on church premises, including their safety credentials. [zz Register of Contractors](#)

13. Safe Work Procedures Template Description: A template for creating Safe Work Procedures. [zz Safe Work Procedure Template](#)

14. Safe Work Procedures Register Description: A compilation of all safe work procedures developed for church activities. [Link to document]

15. Volunteer Child and Youth Leaders Application and Registration Form Description: An application form for potential child and youth ministry volunteers. [zz Volunteer Child/Youth Leaders Application & Registration Form](#)

16. Volunteer Driver Application Form Description: A form for volunteers who will be driving for church activities. [zz Volunteer Driver Application Form](#)

17. Volunteer Workers Application and Registration Form Description: A general application form for all volunteer positions within the church. [zz Volunteer Worker's Application & Registration Form](#)

18. Work Health and Safety Action Plan Audit Tool Description: A tool to audit the church's compliance with Work Health and Safety requirements. [zz Work Health and Safety Action Plan / Audit Tool](#)

Supporting Documents

Detailed Policy Documents

1. Risk Management Policy Statement Description: The church's overarching policy on risk management. [zz Risk Management Policy Statement](#)
2. Health and Safety Rules Description: A comprehensive set of health and safety rules for all church activities. [zz Health And Safety Rules](#)
3. Safety Data Sheets Guidance Document Description: Information on how to read and use Safety Data Sheets for hazardous substances. [zz Safety Data Sheets Guidance Document](#)

Training Materials

1. Emergency Response Plan Description: A detailed plan for responding to various emergency situations. [zz Emergency Response Plan](#)
2. Firefighting Equipment Guidelines Description: Information on the proper use and maintenance of firefighting equipment. [zz Firefighting Equipment Guidelines](#)
3. First Aid Guidance Document Description: Guidelines on providing first aid and maintaining first aid kits. [zz First Aid Guidance](#)
4. Hierarchy of Controls Description: An explanation of the hierarchy of risk control measures. [zz Hierarchy of Controls](#)

5. Hot Work Permit Description: A permit system for managing high-risk 'hot work' activities. [zz Hot Work Permit](#)

Relevant Legal and Regulatory Documents

Description: A collection of key legal and regulatory documents relevant to church risk management.

1. National Framework for Protecting Australia's Children 2009-2020
<https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/protecting-children-is-everyones-business>
2. National Principles for Child Safe Organisations
<https://childsafeforchildren.gov.au/national-principles/download-national-principles>
3. Australian Human Rights Commission Act 1986 <https://www.humanrights.gov.au/our-work/commission-general/publications/know-your-rights-about-us>
4. Disability Discrimination Act 1992 <https://www.humanrights.gov.au/our-work/disability-rights/publications/disability-discrimination-act-25th-anniversary-easy-read>
5. Workplace Gender Equality Act 2012
https://www.dss.gov.au/sites/default/files/documents/11_2012/factsheet_amended_201112.pdf
6. Racial Discrimination Act 1975
<https://humanrights.gov.au/our-work/employers/racial-discrimination>
<https://www.legislation.gov.au/C2004A00274/latest/text>
7. National Framework for Protecting Australia's Children 2009–2020
<https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/protecting-children-is-everyones-business>
8. Family Law Act 1975 <https://www.afp.gov.au/what-we-do/crime-types/family-law-kit>
9. Sex Discrimination Act 1984 <https://www.humanrights.gov.au/our-work/sex-discrimination/publications/guidelines-special-measures-under-sex-discrimination-act>

10. Australian Charities and Not-for-Profits Commission (ACNC) Governance Standards

<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

11. Work Health and Safety

<https://www.safework.nsw.gov.au/legal-obligations/legislation>

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