

WHS Inspection and Audit Procedures

Workplace Inspections

At Generocity Church, we are committed to maintaining a safe environment for all staff, volunteers, visitors, and congregation members. Regular workplace inspections are a crucial part of our Work Health and Safety (WHS) management system. This section outlines our procedures for conducting workplace inspections and using checklists to ensure safety compliance.

Purpose and Scope

1. Purpose:

- Identify and assess potential hazards in the workplace
- Ensure compliance with WHS legislation and church policies
- Prevent incidents by addressing risks proactively
- Maintain a safe and healthy environment for all church activities

2. Scope:

- These inspection procedures apply to all areas of Generocity Church, including:
 - Main auditorium and meeting rooms
 - Offices and administrative areas
 - Children's ministry areas
 - Kitchens and food preparation areas
 - Outdoor spaces and playgrounds
 - Storage areas and maintenance sheds
 - Vehicles used for church activities

Inspection Frequency

1. Regular Inspections:

- Kitchens/Café/Lunch Rooms: Inspect quarterly
- Childcare areas and play equipment: Inspect quarterly
- Outdoor playgrounds: Inspect quarterly
- Cleaners/maintenance storage: Inspect quarterly
- Offices, reception, foyer: Inspect every 6 months
- Auditorium, meeting rooms, baptismal: Inspect every 6 months
- Driveways, car parks, grounds, fencing: Inspect annually

2. Additional Inspections:

- Conduct additional inspections after significant changes to the workplace or following incidents
- Perform spot checks between scheduled inspections to maintain ongoing safety awareness

Inspection Team

1. Team Composition:

- The Senior Pastor or delegate shall ensure regular inspections are carried out
- Ideally, inspections should be conducted by a person who does not manage the area being inspected
- Include representatives from different areas of the church when possible (e.g., staff, volunteers, WHS representative)

2. Training:

- Provide training to inspection team members on hazard identification and risk assessment techniques

- Ensure team members are familiar with relevant WHS legislation and church policies

Inspection Checklists

1. Checklist Development:

- Develop comprehensive checklists for each area of the church
- Include items specific to the area being inspected (e.g., kitchen equipment, playground safety, electrical safety)
- Regularly review and update checklists to reflect changes in the workplace or new safety requirements

2. Key Checklist Items:

- Floors, aisles, stairs, and landings (clear of hazards, in good repair)
- Storage areas (stable stacks, no rubbish, proper storage of flammable items)
- Electrical safety (condition of plugs, sockets, switches, and leads)
- First aid kits (identified, appropriately stocked, names of qualified first aiders displayed)
- Fire safety equipment (extinguishers, fire blankets, clearly marked emergency exits)
- Personal Protective Equipment (PPE) availability and condition
- Hazardous substances storage and handling
- Manual handling practices and equipment
- Work at height equipment (ladders, harnesses)

3. Inspection Technique:

- Remember ABBI when conducting inspections:
 - Look Above
 - Look Below

- Look Behind
- Look Inside equipment and areas being inspected

Conducting the Inspection

1. Pre-Inspection:

- Review previous inspection reports and follow-up actions
- Gather necessary equipment (e.g., checklist, camera, PPE)
- Notify relevant staff or volunteers about the upcoming inspection

2. During Inspection:

- Use the prepared checklist as a guide, but remain alert for hazards not on the list
- Take photographs of hazards or areas of concern
- Engage with staff and volunteers in the area to gather their input on safety concerns

3. Post-Inspection:

- Complete the inspection checklist, noting all findings
- Classify hazards and substandard conditions identified
- Suggest corrective actions for each identified hazard

Reporting and Follow-up

1. Inspection Report:

- Prepare a detailed report of the inspection findings
- Include photographs and descriptions of hazards identified
- Prioritise hazards based on risk level

2. Corrective Actions:

- Develop an action plan for addressing identified hazards
- Assign responsibilities and deadlines for completing corrective actions
- Ensure the Senior Pastor or delegate implements corrective actions within agreed timeframes

3. Communication:

- Share inspection results with relevant staff, volunteers, and church leadership
- Provide updates on the progress of corrective actions

Record Keeping

1. Documentation:

- Maintain records of all inspections, including checklists, reports, and photographs
- Keep records of corrective actions taken and their effectiveness
- Store records securely and in compliance with privacy regulations

2. Review:

- Regularly review inspection records to identify trends or recurring issues
- Use this information to inform WHS training and policy updates

Continuous Improvement

1. Feedback:

- Seek feedback from inspection team members on the effectiveness of the inspection process
- Encourage staff and volunteers to provide ongoing feedback on safety concerns

2. Process Review:

- Annually review the workplace inspection process and checklists
- Update procedures based on lessons learned, changes in church activities, or new WHS requirements

By implementing these comprehensive workplace inspection procedures, Generocity Church demonstrates its commitment to maintaining a safe environment for all. Regular inspections, coupled with prompt corrective actions, will help ensure ongoing compliance with WHS requirements and contribute to a culture of safety within the church.

Continuous Improvement

At Generocity Church, we are committed to continuously improving our Workplace Health and Safety (WHS) management system. This section outlines our approach to regularly reviewing and updating our WHS policies and procedures to ensure they remain effective, relevant, and compliant with current legislation and best practices.

Purpose and Scope

1. Purpose:

- Ensure our WHS policies and procedures remain up-to-date and effective
- Identify areas for improvement in our WHS management system
- Respond to changes in legislation, church activities, or emerging risks
- Foster a culture of ongoing safety improvement

2. Scope:

- This continuous improvement process applies to all aspects of our WHS management system, including:
 - WHS policies and procedures
 - Risk assessment processes

- Training programs
- Incident reporting and investigation procedures
- Emergency response plans

Review Schedule

1. Regular Reviews:

- Conduct annual reviews of all WHS policies and procedures
- Perform more frequent reviews (e.g., quarterly) for high-risk areas or processes

2. Triggered Reviews:

- Conduct additional reviews when:
 - Significant changes occur in church activities or facilities
 - New hazards are identified
 - Incidents or near-misses occur
 - Changes in relevant legislation or standards are introduced

Review Process

1. Review Team:

- Establish a review team led by the Senior Pastor or delegate (e.g., Administration Manager)
- Include representatives from different areas of the church (e.g., staff, volunteers, WHS representative)

2. Review Methodology:

- Examine incident reports and investigation outcomes
- Analyse hazard reports and risk assessments

- Review feedback from staff, volunteers, and congregation members
- Assess compliance with current legislation and standards
- Evaluate the effectiveness of current policies and procedures

3. Stakeholder Consultation:

- Consult with workers, volunteers, and other relevant stakeholders during the review process
- Seek input on the practicality and effectiveness of current policies and procedures

Documentation and Record Keeping

1. Review Documentation:

- Document all review activities, findings, and recommendations
- Maintain records of reviews for a minimum of 45 years

2. Version Control:

- Implement a version control system for all WHS documents
- Clearly indicate the version number and review date on all documents

Implementation of Improvements

1. Action Planning:

- Develop action plans to address identified areas for improvement
- Assign responsibilities and deadlines for implementing changes

2. Approval Process:

- Submit proposed changes to the church governing body for approval
- Ensure all changes are approved before implementation

3. Communication of Changes:

- Communicate all updates to WHS policies and procedures to relevant staff, volunteers, and contractors
- Provide training or briefings on significant changes as necessary

Monitoring and Evaluation

1. Performance Indicators:

- Establish key performance indicators (KPIs) to measure the effectiveness of WHS improvements
- Regularly monitor and report on these KPIs

2. Feedback Mechanisms:

- Implement systems to gather ongoing feedback on the effectiveness of WHS policies and procedures
- Encourage staff and volunteers to report any issues or suggestions for improvement

Continuous Learning

1. Incident Analysis:

- Analyse incidents, near-misses, and hazard reports to identify trends and systemic issues
- Use these insights to inform policy and procedure updates

2. External Benchmarking:

- Regularly benchmark our WHS performance against similar organisations
- Attend industry conferences and workshops to stay informed about best practices

Training and Awareness

1. WHS Updates:

- Provide regular updates to all staff and volunteers on changes to WHS policies and procedures
- Include WHS updates in team meetings and church-wide communications

2. Refresher Training:

- Conduct refresher training on key WHS topics at least every two years
- Update training materials to reflect any changes in policies or procedures

Annual WHS Audit

1. Comprehensive Audit:

- Conduct a comprehensive annual audit of the entire WHS management system
- Use the audit findings to inform the continuous improvement process

2. External Review:

- Consider engaging external WHS experts periodically to provide an independent review of our system

Reporting

1. Management Reporting:

- Provide regular reports to the church leadership on the status of WHS continuous improvement initiatives
- Include WHS performance and improvement activities in annual reports

2. Congregation Communication:

- Share key WHS improvements and achievements with the congregation to foster a culture of safety

By implementing this comprehensive continuous improvement process, Generocity Church demonstrates its ongoing commitment to maintaining the highest standards of workplace health and safety. Regular review and updating of our WHS policies and procedures ensure that we remain proactive in addressing safety concerns and fostering a safe environment for all.

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